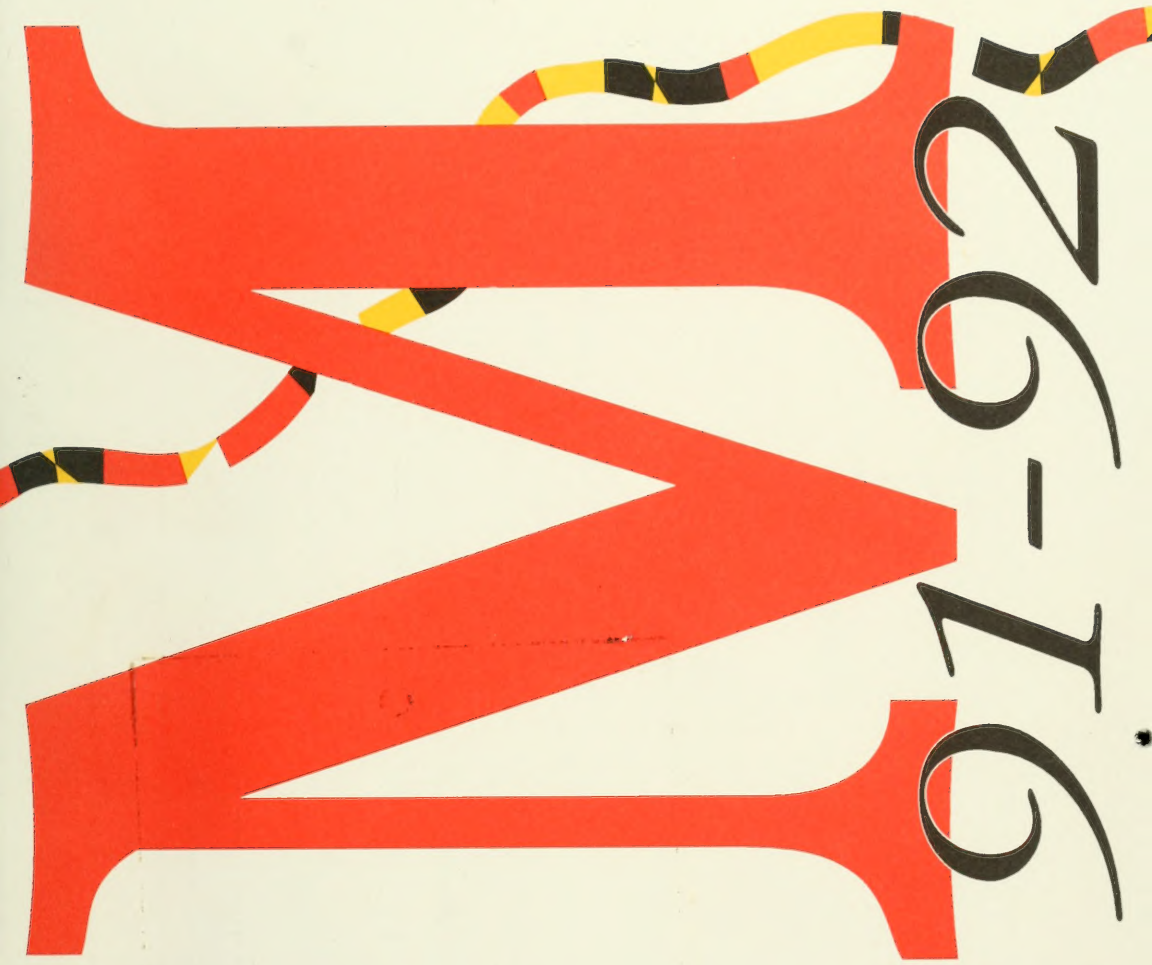


Student Guide to the
UNIVERSITY OF MARYLAND
AT COLLEGE PARK

ORIENTATION



91-92

The 1991-1992 Student Guide to the University of Maryland at College Park

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Welcome !



**A Message From
President
William E. Kirwan**

I am very pleased to welcome you to the University of Maryland at College Park. As you know, the primary purpose of a university is to help individuals acquire the knowledge and skills necessary to make sound judgement and to contribute to the overall advancement of society. In order to meet this responsibility, we are committed to providing our students with the best educational experience possible. We have an excellent faculty and a rich curriculum to prepare you for your future endeavors. You will find yourself in the company of an extraordinarily talented and diverse student body. Our newly-revised undergraduate curriculum will challenge you to excel to your fullest potential. We also have opportunities for you to engage in research projects with faculty members, to participate in honors programs, to study abroad, and to be involved in extracurricular activities that enrich your academic program.

We recognize that what you gain from your education here at College Park ultimately will depend on you. But my colleagues and I are committed to providing the best possible learning and living environment for you, and we hope you will take advantage of all that we have to offer. Again, I welcome you to the campus and extend my very best wishes for successful and rewarding years as part of this community.

William E. Kirwan
President

Dear New Student:

Entering a new college is an experience filled with exciting as well as threatening adventures. It is important for you to learn about the many services and resources the University of Maryland at College Park offers. How do you become a part of the UMCP community? Obviously, the first thing is to become interested in and do well in your academics. In spite of the many outside activities available here, your academics are the primary reason you are here. It is important for you to develop good study skills and do well in your classes.

Not all of your education, however, takes place inside the classroom. The learning that takes place outside of the classroom is very important to your complete educational development. An integral part of your college experience at UMCP will come from involvement in your college community. Meeting students from different places, understanding and learning about different value systems, and becoming involved in developmental services and clubs can help you gain many skills that will assist you in becoming a more, well-rounded individual. Welcome to the campus community. We are glad you have chosen UMCP!

The 1991-1992 Orientation Staff



ACADEMIC ADVISING

Academic advisors are available for all students. If you have decided on a major, look in the Schedule of Classes to find the name of an advisor in your major. If you are undecided about your major, you may see an advisor at the Undergraduate Advising Center in room 1117 of Hornbake Library. At least once a semester it's a good idea to get together with your advisor to choose courses, check requirements and make sure you're on the right track. However, do not limit your visits to registration times. Advisors will help you find the information you need about academic matters and about other issues like career choices, the job market, internships and special work opportunities. For more information, be sure to check the current Undergraduate Catalog, the Schedule of Classes, or call 314-8418.

Limited Enrollment Majors (LEP'S)

Students may declare majors as soon as they are ready, except in the case of programs in which space is limited (LEP). Beginning in Fall 1990, students not admitted directly to an LEP must choose another major or be admitted to the Division of Letters and Sciences until they are ready to select a major.

CAUTION: Students not admitted directly into an LEP major should not enroll in UMCP with the expectation that they will be admitted to the LEP major at a later time. Admission standards are rigorous and most students who can be expected to succeed in an LEP major will be admitted to it from the start, based on space available.

Pre-Professional Advising

Although pre-medicine, pre-dentistry, pre-veterinary medicine, etc. are not majors, there are specific courses students need to take in order to qualify for admission to professional studies in these areas after graduation. Certain faculty members have been designated as advisors for students planning to apply for admission to schools of law, medicine, dentistry, podiatry, osteopathic medicine, optometry and veterinary medicine. Students should consult these advisors in addition to their major advisors early in their college careers. These advisors can be particularly

helpful in providing accurate information about professional school admission requirements and can help students develop appropriate strategies for gaining admission. Names and office locations of pre-professional advisors appear in each edition of the Schedule of Classes.

Undergraduate Advising Center

The Division of Letters and Sciences was established to provide advising for students who want help in deciding on a major or in developing a strong program of general education to provide a foundation for their major.

Students who decide that they want to change their majors and who need help redefining their goals also are welcome to utilize the services of the Division of Letters and Sciences.

All students with questions about choosing a major or developing their general education program are encouraged to visit the Undergraduate Walk-in Advising Center in 1117 Hornbake Library.

Through working with the Center's staff of trained academic advisors you can explore majors, choose and schedule courses, plan your general education program, and learn about campus-wide resources to assist you in solving problems that arise during your academic career. The Division of Letters and Sciences provides direct advising services for all students who have not chosen a major.

These services include:

- Choosing a Major
- Information and Referral
- Troubleshooting
- Policy Interpretation
- Credit-by-Examination
- Advanced Placement
- General Assistance

(For more specific information about available services, consult the Undergraduate Catalog.)

APPEALING A GRADE

If you feel an instructor has given you an unfair grade, discuss the matter with him or her informally and try to resolve the problem. If you are unsuccessful ask to meet with the Departmental representative who handles grading problems.

ADVANCED PLACEMENT

Advanced Placement exams are fully described in the Undergraduate Catalog. Their scores may be interpreted by your college advisor. AP credits are posted on your transcript as transfer work.

CHOOSING A MAJOR

Have you chosen a major yet? Are you thinking about changing your major?

It is estimated that nearly half of all entering freshman haven't chosen a major, even if they say they have. On the average, students at College Park change majors two or three times while they're here. So, there's certainly nothing unusual about not having a major right away or about changing to a new one.

Some students take more time than is really necessary to make their choice, mostly because they wait for "inspiration" to strike or for something to "interest" them. It just doesn't work that way. Choosing a major takes time, persistence, a lot of decision-making and concern for your own future. It can also be a lot of fun.

Students who wish to spend the first four semesters exploring their possibilities may be assigned to the Division of Letters and Sciences (1117 Hornbake Library) and use the academic advising services available there and from the Career Development Center.

Consider the following:

- See an advisor or career counselor for more information and assistance.
- Learn a lot about yourself. Think about your interests, skills and abilities. Think about what you would like to do with your life after

getting your degree. Look to see if you can tie all of these together and fit them into a major offered here. (Use the UMAPS)

- Familiarize yourself with the many academic opportunities available at College Park. Some students overlook good courses and programs simply because they don't know they're being offered.
- Consider your feelings about going on to a graduate or professional school. For some majors this is expected.
- Find out about the job market and the kinds of opportunities you can expect to find once you graduate in a particular major.
- Finally, be confident about your ability to make good choices. You know more about your expectations for yourself than anyone else. Remember, there won't be just one, perfect major for you. There will be several that will look good. Pick the one that best expresses what you are and what you'd like to become.

COLLEGE/MAJOR CHANGES

Forms to initiate changes in your major are available at all college offices and at the Registration Office located on the first floor lobby in the Mitchell Building. Refer to the organizational chart on the back of the form to verify that you have processed all the necessary changes and are using the correct codes.

CREDIT REQUIREMENTS

While several undergraduate curricula require more than 120 credits, no baccalaureate curriculum requires fewer than 120. No Baccalaureate degree will be awarded in instances in which fewer than 120 credit hours have been earned. It is the responsibility of each student to familiarize themselves with the requirements of specific curricula. The student is urged to seek advice on these matters from their departments, colleges, or the Office of Undergraduate Studies. To earn a Baccalaureate degree from the University of Maryland at College Park at least the final thirty (30) credits must be taken in residence.

COLLEGE ORGANIZATIONAL CHART

COLLEGE OF AGRICULTURE

Dean: Dr. Paul Mazzocchi
Advising Contact: Dr. Amel Anderson
1224 Symons Hall
405-2085

SCHOOL OF ARCHITECTURE

Dean: Prof. Steve Hurtt
Advising Contact: Stephen Sachs
1214 Arch. Bldg.
405-6314

COLLEGE OF ARTS AND HUMANITIES

Dean: Dr. Robert Griffith
Advising Contact: Dr. Donald Giffin
1102 Francis Scott Key Hall
405-2106

COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES

Dean: Dr. Murray Polakoff
Advising Contact: Dr. Kathy Pedro-Beardsley
2115 Tydings Hall
405-1679

COLLEGE OF BUSINESS AND MANAGEMENT

Dean: Dr. Rudolph Lamone
Advising Contact: Dr. Joseph Mattingly
2136 B Tydings Hall
405-2286

COLLEGE OF COMPUTER, MATHEMATICAL, AND PHYSICAL SCIENCES

Dean: Dr. Richard Herman
Advising Contact: Dr. Thelma Williams
2300 Math Building
405-2677

COLLEGE OF EDUCATION

Dean: Dr. Dale P. Scannell
Advising Contact: Ms. Anne Lewis
1210 Benjamin Bldg.
405-2350

COLLEGE OF ENGINEERING

Dean: Dr. George E. Dieter
Advising contact: Mr. Jim Newton
1131L Engr. Bldg.
405-3855

COLLEGE OF HUMAN ECOLOGY

Dean: Dr. Laura Sims
Advising Contact: Dr. Jo Paoletti
1100 Marie Mount Hall
405-6656

COLLEGE OF JOURNALISM

Dean: Prof. Reese Cleghorn
Advising Contact: Dr. Greig Stewart
2109 Jour. Building
405-2399

COLLEGE OF LIFE SCIENCES

Dean: Dr. Paul Mazzocchi
Advising Contact: Dr. Albert Klavon
1224 Symons Hall
405-2080

COLLEGE OF HEALTH AND HUMAN PERFORMANCE

Dean: Dr. John J. Burt
Advising Contact: Dr. Jerry Wrenn
3310D
Health and Human Performance Bldg.
405-2451

UNDERGRADUATE STUDIES

Dean: Dr. Kathryn Mohrman
Advising Contact: Dr. Betty Beckley
1117 Hornbake Library
314-8418

For Information about specific programs of study in each college...please see the **SCHEDULE OF CLASSES.**

DIPLOMA APPLICATION

Students need to apply during the schedule adjustment period, (the first ten days of classes), of the semester in which they expect to complete their degree requirements. Consult your Dean's Office for application details, or pick up an application at the Information Counter on the first floor of the Mitchell Building.

FOREIGN LANGUAGE PLACEMENT

Students with prior experience in a foreign language are expected to enroll in courses at the highest level appropriate to their background. A student whose knowledge of a foreign language is deemed by the course chairperson to be above the level of the course requested by the student must enroll in a higher level course. See the Schedule of Classes for placement information. Students may be expected to bring their high school and college transcript to class in order to determine proper placement.

A student who is a native speaker and who is enrolling in a basic language course is expected to identify him/herself to the instructor to discuss proper placement. NOTE: If you have taken an advanced placement exam in a foreign language contact the appropriate department to determine at which course level you should enroll.

(For more information about College Foreign Language Requirements, consult the Schedule of Classes.)

GRADE POINT AVERAGES

Computing Averages

Use the following formulas:

1. Quality Points of a course (QPs) = Number of credits for the course multiplied by the numerical equivalent of the grade received in the course.
2. Credits attempted (Cr. Att.) = Number of credits completed with a grade of A,B,C,D,F

3. Grade Point Average (GPA) = Quality Points Earned divided by the Number of credits attempted. $GPA = \frac{QP}{Cr. Att.}$

Grading Options and Other Symbols

Regular (R): A, B, C, D, F

Pass/Fail (P/F): After first 30 credits, no more than 12 of total credits

Audit (A): No grade, only a seat in the class

Satisfactory/ Fail (S/F): See P/ F; for internships

Withdraw (W)

Incomplete (I)

No Grade Reported (NGR)

Numerical Equivalents of Grades:

For students who began their attendance at College Park Fall 1989 or later, all coursework taken at any University of Maryland System institution will be posted as transfer credit.

HONORARIES

- Alpha Epsilon - Agricultural Engineering
- Alpha Epsilon Delta - Pre-Medicine
- Alpha Kappa Delta - Sociology
- Alpha Lambda Delta - Freshmen
- Alpha Zeta - Agriculture and Life Sciences
- Beta Alpha Psi - Accounting
- Beta Gamma Sigma - College of Business and Management
- Delta Phi Alpha - National German Honor Society
- Eta Beta Rho - Hebrew
- Eta Kappa Nu - Electrical Engineering
- Finanical Managment Association
- Gamma Theta Upsilon - Geography
- Golden Key National Honor Society - All Academic Fields
- Iota Lambda Sigma - Industrial Education
- Kappa Delta Pi - Education
- Kappa Tau Alpha-Journalism

- Kappa Tau Alpha - Journalism
- Lambda Pi Eta - Speech
- Mortar Board Honor Society - Service, Leadership, Scholarship
- Omega Chi Epsilon - Chemical Engineering
- Omega Rho - Management/Information Systems
- Omicron Delta Kappa - Leadership
- Omicron Nu - Human Ecology
- Phi Alpha Epsilon - Physical Education, Health and Recreation
- Phi Alpha Theta - History
- Phi Beta Kappa - Liberal Arts and Sciences
- Phi Eta Sigma - Freshman Scholarship
- Phi Kappa Phi - All Academic Fields
- Phi Sigma - Biological Sciences
- Phi Sigma Iota - Romance Languages
- Phi Sigma Pi - Education
- Phi Xi Xi - Horticulture
- Pi Mu Epsilon - Mathematics
- Pi Pi - Slavic Languages
- Pi Sigma Alpha - Political Sciences
- Psi Chi - Psychology
- Salamander - Fire Protection Engineering
- Sigma Alpha Omicron - Microbiology
- Sigma Delta Chi - Society of Professional Journalists
- Sigma Delta Pi - Spanish
- Sigma Gamma Tau - Aerospace Engineering
- Sigma Tau Delta - English
- Tau Beta Pi - Engineering

MATH PLACEMENT EXAM

All students who do not have credit for college level calculus must take the math placement exam. A sample exam is included in the New Student Packet.

This placement exam is taken seriously. It serves to determine your initial placement into a math course, the number of semesters it will take for you to complete your chosen sequence of mathematics courses, and it represents current knowledge. This exam is of much greater importance in

your mathematics placement than previous achievement scores or coursework. This exam will affect your AP or transfer credit coursework. If you have any questions concerning the exam, call the Department of Mathematics, Undergraduate Office at 405-5053.

REGISTRATION AND SCHEDULING INFORMATION

Cancellation of Registration

Students who register and later decide not to attend the University must CANCEL their registration by August 30, 1991. Failure to cancel registration will result in financial obligation to the University even though the student does not attend class. **To Cancel Your Registration on or before August 30, 1991:**

1. Your cancellation request should be sent to:
Office of Registration
Room 1130 Mitchell Bldg.
University of Maryland
College Park, Maryland 20742

Since the University can honor only those requests for cancellation which are actually received by August 30, 1991, requests should be sent by Registered Mail. PLEASE INCLUDE STUDENT'S SOCIAL SECURITY NUMBER ON ALL CORRESPONDENCE.

2. For additional information concerning cancellation call the Registration Office, 314-8240.

3. Cancellation of Housing and Dining Services is a separate process. The cancellation of a student's registration DOES NOT automatically cancel Housing and/or Dining Services. Each office should be notified in writing.

NOTE: Dates for Cancellation of Registration are BEFORE the beginning of the semester.

The addresses of the Campus Housing Office and the Dining Services Contract Office are listed below.

Campus Housing Assignments Office
2100 Annapolis Hall
College Park, MD 20742
314-2100

Contract Office - Dining Services
Room 0144
South Campus Dining Hall
College Park, MD 20742
314-8068

Schedule Adjustment Information

Schedule adjustment is the process by which you may change your course schedule by either adding a particular course or dropping a course from your schedule. To avoid financial penalty students withdrawing fully from school must do so before classes start. Full-time students may adjust their schedules without academic penalty or financial obligation during the first ten days of class. [After the ten day Schedule Adjustment Period, and for the first ten weeks of classes, you may drop a course, (maximum of four credits). A "W" will appear on your transcript.] Questions about the use of the schedule adjustment form or process can be addressed at the Registration center in Room 1130 Mitchell Building. Students who register for their fall courses at Summer Orientation may return to adjust their schedule before classes begin. Schedule adjustment dates are noted below.

- Through August 28
Registration and schedule adjustment (drop/add) walk-in 9:00-11:30 a.m. and 1:00-4:00 p.m. Registration Center, Room 1130, Mitchell Building
- August 29-30
Registration and schedule adjustment (drop/add) WALK IN, First floor, Reckord Armory.

- September 2
Office Closed - Labor Day Holiday
- September 3, 4, 5, and 6
Registration and schedule adjustment (drop/add) . First floor, Reckord Armory.
- September 3rd
Late Registration (\$20.00 fee) begins.
- September 2
Continue Late Registration (\$20.00 fee), schedule adjustment (drop/add) walk-in 9:00-11:30 a.m. and 1:00-4:00p.m. Registration Center Room 1130 Mitchell Building.
- September 16 (4:30 p.m.)
Schedule adjustment period ends
Registration Center, Room 1130, Mitchell Building.

Course Restrictions

Course restrictions are usually indicated in the **COURSE LISTING** section of the **SCHEDULE OF CLASSES**. See "How to Read Course Listings" in the **Schedule of Classes** for more information. Course

Numbering System

Undergraduate Students are eligible to register for courses numbered 000-400 depending on the level of credits earned. Check course listings and the **Undergraduate Catalog** for specific course requirements and restrictions:

- Number 000-099: Non-credit courses (additional charges may be assessed, see fee chart)
- 100-199: Primarily freshman courses
- 200-299: Primarily sophomore courses
- 300-399 Primarily junior courses
- 400-499 Primarily senior courses

Zero Level Courses

CHEM 001*
JOUR 001
MATH 001*

Although these courses carry credit for billing and status purposes, they are regarded as having zero credit for academic calculation

purposes. Therefore, these courses are excluded from the calculation of quality points and from the calculation of cumulative grade point averages.

• *CHEM 001 and MATH 001 incur additional charges listed below:

• CHEM 001 \$135.00

• MATH 001 \$145.00

Credit by Examination

Credit may be earned by examination for any undergraduate course for which a suitable examination has been adopted or can be prepared by the department granting the credit. This option is not available, however, for courses in which the student has been registered beyond the end of the Schedule Adjustment Period, [i.e., the first ten (10) days of classes]. It is intended to assist students in validating credit for coursework which might not otherwise be transferable. Additional information regarding availability of examinations, applications, fees and other regulations is available from the Undergraduate Advising Center, Room 1117, Hornbake Library.

Early Registration for Spring 1992

Currently enrolled students for the fall semester and those students registering for fall courses during Summer Orientation will be invited to enroll for the spring semester beginning in October assuming all bills have been paid. All eligible undergraduate students will be mailed registration appointments for Spring 1992. Appointment times will be based on student credit levels. All students are encouraged to take advantage of this opportunity to obtain their Spring 1992 course schedule. Watch the mail for your Spring Early Registration date. Schedules of Classes for the Spring 1992 semester will be available in October.

Registration Limitations:

- 1) 19 Credit limit - To register for more than 19 credits, students must have the written approval of their Dean.
- 2) Undergraduates Requesting Graduate Level Courses - Students must have the written approval of their Dean as well as from the Graduate School.
- 3) Course time conflicts are not permitted. Exceptions to this policy require the written approval of student's Dean. Check with your Orientation Advisor to be sure you do not have any time conflicts.

- 4) First semester students are not eligible for the Pass/Fail grading option. Check with your Orientation Advisor for grading option restrictions. For more specific information consult the Schedule of Classes.

Identification Cards

The University's identification system is comprised of three cards: A paper registration card, a plastic photo I.D. card, and, for those on a dining services board plan, plastic photo dining hall card. These cards are used to gain admission to most events on campus, as well as for boarding the UM Shuttle.

Photo Identification Cards

Students are issued photo ID cards when they enroll at the University and continue to use that card during their entire enrollment. Replacement cost is \$7, the first card is free.

Registration Card

Also issued at the beginning of each semester is a registration card. Students registering early will receive their card attached to their combination class schedule and bill. Students registering later will be issued one after presenting proof of bill payment. The replacement cost is \$1.

Dining Hall ID Card

Each student contracted with Dining Services for meals is issued a plastic photo I.D. card used for entrance to the dining hall. These cards are not transferable. Do not lend them out; if you are caught, your dining hall privileges can be revoked.

NOTE: There will be a \$12.00 replacement charge if the card is lost. Also, you must go to the Dining Services Business Office if you wish to cancel your board plan for any reason, (i.e., withdrawal from school or housing).

Students attending Summer Orientation will receive a University Photo Identification Card. This Photo I.D. Card will never need to be replaced or retaken unless the current card becomes damaged or lost.

Undergraduate Student Classifications

Freshman: 1-27 credit hours
Sophomore: 28-55 credit hours
Junior: 56-85 credit hours
Senior: 86 to at least 120 credit hours

Full-Time Status

An undergraduate student is considered full-time when he/she is registered for 9 or more credit hours at the end of the Schedule Adjustment Period (first ten (10) days of classes). Note, however, students with scholarships and grants are expected to maintain a semester credit load of 12 credit hours. If the registration of a student with a scholarship or grant falls below the required credit hours, the scholarship or grant may be cancelled. Cancellation of a scholarship or grant without subsequent payment of amounts due will lead to an indebtedness to the University.

Transcripts

Office of Records and Registration
Main Desk First Floor Mitchell Building
314-8240

Official Transcripts

Official Transcripts can be requested in Room 1101 of the Office of Records and Registration for a \$2 fee. Any outstanding bills, such as parking tickets or library fines, must be paid to receive a transcript. Allow three to five days to receive a transcript. For mail in requests, Students who have enrolled since 1985 will receive their transcript upon presentation of identification..

Unofficial Transcripts

Unofficial transcripts can be obtained for advisement purposes from your college office.

Transfer Credit Evaluation

Your college advising office will review the transcripts of any previous college-level work, provided it was done at a school with a regional accreditation. Two types of judgement are made about transfer work:

- 1) Can a course transfer?
If so, you will earn credit toward the minimum of 120 semester hours needed to graduate.
- 2) Is a course applicable?

It can be used toward a specific university, college or major requirement.

For many transfer students, the transcript is not up-to-date on the day of orientation. It is useful to make certain that your previous school has sent your latest academic records. It might be wise to schedule an appointment with your academic advisor just after the beginning of your first semester in order to do another review of your transfer work.

Waitlist Information

A waitlist is a sequential file of students, in "first come-first served" order of their requests who are waiting to get into a closed course should a seat open at some future time. (For more information see page 7 of the Schedule of Classes.

SUMMARY OF GENERAL EDUCATION REQUIREMENTS

General Education requirements ensure that a wide range of abilities and knowledge is developed, and that students have the intellectual integration and awareness which will prepare them for the developments and changes they will experience in their personal, social, political and professional lives. CORE and USP general education requirements are listed below for your reference. (For more specific information, and an outline of courses consult the Undergraduate Catalog or the Schedule of Classes.)

CORE Liberal Arts and Studies Program (CORE)

This program must be completed by all students entering in May 1990 and thereafter with eight (8) or fewer credits earned at this or any other college or university. Advanced Placement and other exam based credits do not apply in this determination. A course taken to satisfy college, major, and/or supporting area requirements may also be used to satisfy CORE

Fundamental and Distributive Studies requirements if that course appears on the list of approved courses for this program. Courses taken to satisfy CORE requirements may NOT BE TAKEN on a PASS-FAIL basis.

Fundamental Studies (CORE) 9 credits

Freshman Composition (3 credits completed within first 30 credits)

Exemptions:

(a) Students with SAT verbal score of 600 or above

(b) Students with AP English score of 4 or 5

Advanced Writing (3 credits)

(Taken after completion of 56 credit hours)

Exemptions:

(a) Students with an A in ENGL 101 (not ENGL 101A or ENGL 101X), except for students majoring in Engineering.

(b) No exemption granted for achievement on SAT verbal exam.

Mathematics (3 Credits completed within first 30 credits)

Exemptions:

(a) Students with SAT math score of 600 or above

(b) Students with College Board Achievement Test in Mathematics, Level I or II, score of 600 or above

(c) Students with AP score of 3 or above in Calculus AB or BC

(d) Students with any CLEP Subject Examination in Mathematics score of 60 or above.

Distributive Studies (CORE)-28 credits minimum required

Humanities and the Arts (3 courses)

(One course from A, one from B, and one additional from A, B, or C)

A. Literature

B. History/Theory of the arts

C. Humanities

Mathematics and the Sciences (3 courses)

No more than two courses from A or B, no more than one from C. One course must include or be accompanied by a laboratory.

A. Physical Science

B. Life Science

C. Mathematics or formal reasoning

Social Science (3 courses)

One social or political history

Two behavioral and social science

Advanced Studies (CORE)-Two courses required (taken after completion of 56 credits)

One course in Analysis of Social & Ethical problems (Taken outside of the major department) and

One of the following options:

A. A second course in Analysis of Social & Ethical Problems (Taken outside of the major department)

B. A course in Development of Knowledge (Taken outside of the major department)

C. An approved Capstone course (Taken in the major department)

Diversity (CORE)-1 course required

One Course which does the following:

Focuses on the history, status, treatment, or accomplishment of women or minority groups and subcultures or Non-western culture. (Course may, but need not be drawn from either Distributive or Advanced Studies; it may be satisfied with any major, supporting or elective course that also appears on the CORE Diversity list.)

University Studies Program (USP)

This program must be completed by students who have earned nine (9) or more credits before May 1990 from this or any other college or university. Students under USP requirements, may however, choose the CORE program if they so desire. A course taken to satisfy college, major, and/or supporting area requirements may also be used to satisfy USP Fundamental or Distributive Studies requirements if that course appears on the list of USP courses. Courses taken to satisfy USP requirements may NOT BE TAKEN on a PASS-FAIL basis.

Fundamental Studies (9 credits):

(Same as Fundamental Studies for CORE)

ENGL 101, 101X or 101A (3 credits-to be completed within the first 30 credits)

ENGL 391 - 393 Series (3 credits taken after completion of 56 credit hours)
MATH 110 or any higher level mathematics course (3 credits-completed within the first 30 credits)

Distributive Studies (24-25 credits):

- Area A:** Culture and History (2 courses, 6 credits)
Area B: Natural Sciences and Mathematics (2 courses, one must be a laboratory class, 6-7 credits)
Area C: Literature and the Arts (2 courses from different departments, 6 credits)
Area D: Social and Behavioral Sciences (2 courses, 6 credits)

Advanced Studies (6 credits):

- One course in Development of Knowledge** (taken outside the major department)
One course in Analysis of Human Problems (taken outside the major department)
(Taken after student has completed 56 credit hours, from two different departments).

FOR SPECIFIC COURSE LISTINGS AND MORE DETAILED REQUIREMENTS CONSULT THE UNDERGRADUATE CATALOG, OR THE SCHEDULE OF CLASSES.

Credit Requirements for Satisfactory Undergraduate Progress and Graduation

See the Undergraduate Catalog for specific outline and explanation of requirements

1. A minimum of 120 credits of successfully completed (not I, F, or W) course credits is required for graduation in any degree curriculum. Credits transferred or earned during prior admissions terminating in

academic dismissal or withdrawal and followed by re-admission, will be applicable toward meeting credit requirements for a degree.

2. Academic retention is based solely upon cumulative grade point average (cumulative G.P.A.). The significance of the G.P.A. varies according to the number of credits attempted.

3. Students with a cumulative G.P.A. of less than 2.0 fall into one of three categories: Unsatisfactory Performance, Academic Warning, or Academic Dismissal. The cumulative G.P.A. that defines each of the categories varies according to the retention credit level as noted below.

Retention Credit Level = All courses (including zero level) with grades of A,B,C,D,F,P,S and all transfer credit.

<u>Credit Level</u>	<u>Unsatisfactory Performance</u>	<u>Academic Warning</u>	<u>Academic Dismissal</u>
0 - 13	1.999 - 1.290	1.289 - 0.230	0.229 - 0.000
14 - 28	1.999 - 1.780	1.779 - 1.280	1.279 - 0.000
29 - 56	1.999 - 1.860	1.859 - 1.630	1.629 - 0.000
57 - 74	1.999 - 1.940	1.939 - 1.830	1.829 - 0.000
75 +	-----	1.999 - 1.940	1.939 - 0.000

4. Credits completed with grades A, B, C, D and F, but not P and S, will be used in computation of the semester and cumulative G.P.A. Marks of I, W and NGR will not be used in the computation of semester and cumulative G.P.A.

5. Students with an unsatisfactory performance for any semester will be urged in writing to consult their advisors.

a. Students on academic warning will have this fact noted on their transcripts and will be urged in writing to consult with their advisors prior to the beginning of the next semester. Students who receive an academic warning in any semester will not be allowed to register for the following semester or to modify their registration for the following semester prior to receiving mandatory advising from an approved academic advisor in their college.

- b. Any student with 60 or more credits attempted who subsequently receives academic warning for two consecutive semesters will be academically dismissed. Students who are academically dismissed will have this action entered on their transcript.

6. No student transferring to the University of Maryland at College Park will be subject to academic dismissal at the end of the first semester as long as the student obtains a cumulative G.P.A. of 0.23 or more. (A student who would otherwise be subject to academic dismissal will receive an academic warning.) Thereafter, such a student will be subject to the published standards of academic progress. This provision does NOT apply to students readmitted or reinstated to the College Park campus.
7. Reinstatement after academic dismissal.
 - a. A student who has been academically dismissed and who is reinstated will be academically dismissed again if minimum academic standards are not met by the end of the first semester of reinstatement. Courses taken at another campus of the old University of Maryland system prior to Fall 1989 will be included in the cumulative G.P.A. for all students who attended the College Park campus prior to Fall 1989. For students who began their attendance at College Park Fall 1989 or later prior coursework taken at another campus will not be included in cumulative G.P.A. but will be posted as transfer credit.
 8. Any appeal regarding the regulations governing academic warning and academic dismissal shall be directed to the Faculty Petition Board.

Advising Checklist

The following is a list of questions that you as a first semester student will probably want to ask your academic advisor, either today or at a future meeting. If you have any other questions for your advisor, feel free to ask them.

Transferring Credits and Requirements

1. What courses from my previous school transfer? What are the equivalents here at UMCP?
2. What requirements do my transfer credits fulfill?
3. What general education requirement program am I in? CORE or USP?
4. What requirements of the CORE or University Studies Program do I need to fulfill?
5. Are there language requirements and placement requirements?

6. What is the math requirement? Have I completed my math eligibility form?
7. What requirements need to be met before graduation?
8. Discuss an estimated date of graduation for me.

Registration

1. Are all of my advised classes open?
2. What is a "permission to oversubscribe a course" form?
3. Can I waitlist a course?
4. Are there some alternate courses in case my courses are filled?

Special Opportunities

1. What are opportunities to study abroad and would it help?
2. Would co-opting and or interning be beneficial?
3. Would summer school help?
4. What is the procedure for taking classes at another college?
5. What is the eligibility for honor societies (e.g., Phi Beta Kappa, Commencement Honors, Departmental Honors, etc.)?
6. What may I take Pass/Fail, and what are other grading options

Registration Each Semester

1. How do I pre-register for next semester and whom do I contact?
2. Is there mandatory advising?
3. When do I need to have a senior audit?

The Registration Process at UMCP

Every semester students will register early for their courses for the upcoming semester in the Registration Center, 1130 Mitchell Building. If you follow the following step by step instructions registering for classes should be simple.

- 1) A letter stating your registration date and time will be sent to you around mid-semester. Do not lose this letter.
- 2) Make an advising appointment with your advisor at least one week prior to your registration date. A list of advising locations and telephone numbers can be found in the Schedule of Classes.

- 3) The day before you register check the closed section list in the Mitchell Building and make any changes in your schedule that are necessary.
- 4) On the day of registration check the closed section list.
- 5) Arrive 10 minutes early for your registration appointment. If you are late, you will lose your advising appointment and will have to reschedule for the next available date. If you have problems registering on the date assigned Call 314-8240.
- 6) Make sure you have your registration letter and the completed schedule request form before going in to register.
- 7) Have at least two alternative courses listed on your schedule request form in case your original choices are closed.
- 8) Make sure you have taken all prerequisites for your courses.
- 9) Make sure you have a signature and department stamp for all Restricted courses.
- 10) Be sure to save all materials. When you leave, you should have a yellow copy of your schedule request form as a receipt of registration. **DO NOT LOSE YOUR REGISTRATION RECEIPT.**
- 11) If you have a problem with your schedule, call 314-8240 and make another appointment or wait for walk-in registration.
- 12) Check the date indicated on your waitlist check-in form. It is mandatory that you check-in every day or you will lose your place on the waitlist. Be sure to follow the instructions on both sides of your waitlist check-in form.



The University of Maryland at College Park

History

The University of Maryland at College Park was chartered in 1856 as the Maryland Agricultural College under a provision secured by a group of Maryland planters. After a disastrous fire in 1912, the state acquired control of the college and bore the cost of rebuilding.

In accordance with state legislation, the University of Maryland system was formed, July 1, 1988. At that time, the five institutions of the University of Maryland, and the six institutions of the Board of Trustees of State Universities and Colleges merged to form the University of Maryland system. Currently under the direction of a single Board of Regents, the system includes: Bowie State University, Coppin State College, Frostburg State University, Salisbury State University, Towson State University, University of Baltimore, University of Maryland at Baltimore, University of Maryland Baltimore County, University of Maryland at College Park, University of Maryland Eastern Shore and University of Maryland University College. The system also includes four major research and service facilities.

The University of Maryland at College Park is spread over 1,378 acres which encompass an excess of 200 buildings. There are 35,000 students, both undergraduate and graduate, who come from a variety of backgrounds ranging from the country or small towns to cities, suburbs, cosmopolitan areas and provinces. Undergraduate majors are available in over 100 areas of study. Students have the option of creating their own program of individual study with the assistance of a faculty advisor. The diverse student population allows students to learn a great deal outside of the classroom through interaction with their peers.



This three-part mission is based on the idea that each of its elements is complimented and enhanced by the other, yielding an institution of significant strength and of great importance to the state of Maryland and the nation. To enhance the achievement of this mission, UMCP is committed to improving the quality of life for its students, faculty and staff.

The Composition of UMCP

The University of Maryland at College Park is comprised of 12 colleges and 2 schools, which encompass all academic majors. In addition, the Office of Undergraduate Studies serves as the advising location for those students who are undecided majors.

- College of Agriculture
- School of Architecture
- College of Arts and Humanities
- College of Behavioral and Social Sciences
- College of Business and Management
- College of Computer, Mathematical and Physical Sciences
- College of Education
- College of Engineering
- College of Human Ecology
- College of Journalism
- College of Library and Information Service
- College of Life Sciences
- College of Health and Human Performance
- School of Public Affairs
- The Office of Undergraduate Studies (UGS)

The Mission of UMCP

As the flagship campus of the University of Maryland System, College Park bears a major responsibility for public higher education in Maryland. The mission of UMCP is to provide the opportunity for an affordable, high quality undergraduate and graduate education to all Maryland citizens. College Park offers the state's most comprehensive undergraduate program and is Maryland's major center for graduate education and research. The campus takes special responsibility for the dissemination of knowledge, expertise and culture to the citizens of the state through its extensive public service programs.

AUGUST

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

- Monthly Reminders -

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New Resident Orientation

New Resident
Orientation
Cancel Registration
w/no financial
Obligation
Last Day to Withdraw
w/100% Refund

New Resident Orientation

Anatomy of the University Seal



The University Seal is an adaptation of the Great Seal of 1648 of the state of Maryland. The seal bears a shield of the coats of arms of the Calvert and Crossland families, Maryland's first settlers. Topping the shield are an Earl's coronet and a helmet. The farmer and fisherman on either side of the shield symbolize the bounty of Maryland's land and waters. The date 1856 represents the founding date of the University of Maryland at College Park.

- Monthly Reminders -

SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Resident Orientation	2 Labor Day (Offices Closed)	3 Shuttle UM Commuter Service Begins (8:00 am) Priority Parking Sign-up (Hoff Theme)	4 Locator Service S.H.O.W. Check-in	5 S.H.O.W. Check-in	6 Unity Picnic	7 Football Against Virginia (Home)
8 R.O.P.E.S. Program	9 OMSE Open House and Student Art Exhibit	10 Registration (Walk-in)	11 Registration (Walk-in) New Student Celebration	12 Registration (Walk-in)	13 Stamp Union All-Upper Registration (Walk-in)	14 Football Against Syracuse (Home)
15 Registration (Walk-in) Last Day to Withdraw w/80% Refund Last Day of Schedule Adjustment	16 Registration (Walk-in) Last Day to Withdraw w/80% Refund Last Day of Schedule Adjustment	17 Registration (Walk-in)	18 Registration (Walk-in)	19 Registration (Walk-in)	20 Registration (Walk-in)	21 Football Against West Virginia (Home)
22 Last Day to Withdraw w/a 60% Refund	23 Last Day to Withdraw w/a 60% Refund	24 Last Day to Withdraw w/a 60% Refund	25 First Look Fair	26 First Look Fair	27 First Look Fair	28 First Look Fair
29 Last Day to Withdraw w/a 40% Refund	30 Last Day to Withdraw w/a 40% Refund					

Terrapin Traditions

School Colors: Black/Gold & Red/White

The University's colors are the same as the state colors. Black and gold are derived from the Calvert Family shield, while red and white are derived from the Crossland family shield. These two families were Maryland's first settlers.

School Mascot: Diamondback Terrapin named Testudo

The name Testudo is the biological name of a particular species of terrapins. By the way...a terrapin is amphibious, while a turtle is not! Legend has it that if you rub the nose on the statue of Testudo, found in front of McKeldin Library, you will have good luck.

Byrd Beach

A springtime tradition at Maryland...looking for "beachlike conditions"? Students go to Byrd Stadium to "catch some rays" during the warm weather to improve their tans. The aluminum bleachers make for great tanning conditions as the sun is reflected from all sides...it's an outdoor tanning booth!



We've got the team boys,
We've got the steam boys,
So keep on fighting don't give in.
M-A-R-Y-L-A-N-D, Maryland will win!

Fight Song

Fight, fight, fight for Maryland,
Honor now her name again,
Push up the score, keep on fighting for more,
For Maryland, GO TERPS!

And we will fight, fight for terrapins,
Keep on fighting 'till we win.
So sing out our song as we go marching along,
To victory!!!

Alma Mater

Hail Alma Mater,
Hail to thee Maryland,
Steadfast in loyalty,
For thee we stand.

Love for the black and gold,
Deep in our hearts we hold,
Singing thy praise forever,
Throughout the land.

Maryland Victory Song

Maryland we're all behind you,
Raise High the black and gold,
For there is nothing half so glorious,
As to see our team victorious.

- Monthly Reminders -

SATURDAY

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Football Club

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Georgia Te

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Lake Forest

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Making the Transition

Dealing with Stress

As a college student, there will be many demands placed upon you by professors and coursework, by friends and family and by you. STRESS is your body's physical and emotional reaction to these demands or pressures. You can't expect to eliminate stress from your college life nor would you want to. Optimal levels of stress keep you alert and help you perform well. Stress is a sign that you are alive and well and meeting the challenges of campus life. It is only when stress becomes extreme, is never-ending or when you don't have the necessary coping skills that it becomes a problem by turning into DISTRESS.

There are many ways to cope with the pressures of being a student and to prevent yourself from becoming distressed. Some of these include:

1. Be prepared for activities or events in your life, both academic and social. Letting things go until the last minute is a sure way to increase pressure beyond your tolerance point.
2. Take care of yourself physically. Get enough sleep, try to eat well and regularly, and get regular exercise. Your general physical condition is an important factor in determining how well you tolerate stress.
3. Take care of yourself mentally. Compliment yourself on your efforts and accomplishments. Avoid being overly critical of yourself. Much pressure is internally imposed by being too hard on yourself.
4. Schedule some type of relaxation into your daily routine. Relaxing, enjoyable activities help you unwind from the day's pressure and regroup for tomorrow's.
5. Don't be afraid to ask for help or seek support from friends. One of the best ways to alleviate stress is to spend time with people you like talking over problems or just having a good time.
6. Finally, if you find yourself overwhelmed and distressed, seek help from one of the many campus resources available to you. The Counseling Center offers stress management workshops as well as counseling to help you better cope with pressure. The Learning Assistance Center, the



Facing Changing Values

The next four years of college will be some of the most stimulating and challenging of your life. You will be exposed to new ideas, different people, alternative lifestyles and opposing belief systems all of which can be very exciting; it can also be somewhat scary. Along with these new experiences comes a questioning of yourself, and your values and beliefs about the world. There will be times when you feel confused and anxious about this new information. Times when you question who you are and what you believe. In the face of this confusion, keep in mind that you do have choices.

Sometimes, your confusion and questioning will lead you to modify your existing beliefs and values while other times you will become more committed to them. Remember that being in a state of confusion and questioning yourself and your values is okay. After all, questioning is the first stage of learning; it is the first step to becoming a better person. If you find it difficult to sort through this new information and where

you stand, don't be afraid to ask for help. Many of the people around you are going through or have gone through similar experiences. Talking to friends, professors, residence hall staff, counseling center staff, the Mental Health Service at the University Health Center, or others in the campus community can give you a sense of perspective, make you feel better and help you realize that you're not alone.

Dr. Kathy Zamostny, Counseling Center

Mental Health Service at the University Health Center, your Residence Hall staff, and the faculty are all there to help you.
Dr. Kathy Zamostny, Counseling Center

- Monthly Reminders -

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



9

7

9

Football at
North Carolina

Football Against
Penn State (Home)

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**Last Day to Drop
a Course w/o "W"**

Football at
Glenman

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Football at
W.C. Skates

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Thanksgiving

Charting the Course

It's Not Only What You Know It's What You Do

Go to college, study a little or a lot, have fun, get a job—this is the typical way to view a college education. If only it were that simple. Some of the best and brightest college students can merrily waltz through their college years and wind up with a great job after graduation. Most of us, however, do well to give some thought and planning to our college years. Often there is a tendency to make college and major decisions based on "where the jobs appear to be." Nothing could be farther from the truth. Answering hard questions such as "What to major in" and "What careers are best for me" requires serious thinking and work. Identifying, examining, exploring what your interests and skills are, and what you care about is the first step to making good career decisions. Here are a few other tips.

Talk with counselors in the Career Development Center (3rd floor Hornbake Library), Counseling Center (Shoemaker Hall), or Undergraduate Advising Center (1117 Hornbake Library) to start.

Learn more about specific careers by getting acquainted with the Resource Center in the Career Development Center (books, audio-visual tapes, files, computerized information), talking to faculty, attending career fairs, and interviewing UMCP alumni mentors.

Experience your career choice before graduation. Jobs and internships can be arranged through the Job Referral Service (3rd floor Hornbake Library), or Experiential Learning Office, (0119 Hornbake Library).

Contact these offices early in your college years—don't wait until it's too late or you get so involved in other aspects of college that you are one of those graduates who say, "I never knew there was some one to help." Faculty and services are here to help you make your college career the beginning of an exciting career future. It's not only what you know, it's what you do.

Dr. Linda Gast, Director
Career Development Center



UMAPS Show You The Way

UMaps are not a typical kind of map. There are no highways or buildings on UMaps. Instead UMaps highlight campus opportunities, helping you to identify courses, clubs, activities, internships and employment related to your particular interests.

UMAPS CAN HELP YOU TO:

- find the right major
- meet other students who share your interests
- explore some potential careers
- get involved in some activities that really interest you

- get some career-related work experience
- take some interesting courses

UMaps are easy to use. A brightly colored description sheet provides 6 categories of student interests:

REALISTIC: Practical and straightforward, these students enjoy outdoor work, physical activity, and working with tools, machines and animals.

INVESTIGATIVE: These students are analytical and inquisitive, prefer solving abstract problems, and like theoretical scientific work.

ARTISTIC: Independent and creative, these students are attracted to the visual and performing arts and communications.

SOCIAL: These students are helpful and friendly, and they enjoy working with and for others through teaching, athletics, and health.

ENTERPRISING: Enthusiastic and persuasive, these students enjoy positions of leadership, public affairs, and business.

CONVENTIONAL: These students are systematic and organized; they like to work with data and numbers.

After you decide which 2 or 3 descriptions best fit you, look over the corresponding UMaps brochures. Each of the 6 brochures contain lists of the academic programs, career possibilities, internships, volunteer, and job opportunities as well as organizations and involvements at UMCP that would be of particular interest to someone with that set of interests.

Look for UMaps posted around campus, or pick up your personal copies at the Office of Commuter Affairs, 1195 Stamp Student Union; the Career Development Center, 3121 Hornbake Building; or at the Orientation Office, 1195 Stamp Student Union.

Budgeting Your Time

Time management begins with the assumption that we can control time if we use a few fairly simple techniques. Monday through Friday 9 to 5, is the standard 40 hour work week. For most students the standard 40 hour work week could be enough time to go to all of their classes and complete all of their study for those classes. By using the guidelines listed below you could be on your way to an efficient time-management schedule.

In the ABC Time Management System the first step is to find five or ten minutes each day to plan.

The next step in managing time is to make a list of all of the things we want to accomplish in a given amount of time (a semester, a week or, perhaps best, a given day). After you list all of the things you want, need or should do that day, prioritize the items on the list using "A" to designate the most important items, "B" to indicate the next most important, and "C" to indicate things that need to be done, but really aren't that important to you. When you finish prioritizing you should have identified the two or three most important things you want to do that day.

The next step is probably the hardest part of time management, completing the items you marked "A". When you have available time start working on those items you have marked "B". Suppose you only have fifteen minutes. It is better for you to complete a little bit of one of the top priorities than it is to complete two or three unimportant tasks. Some people call this technique "Work smarter, not harder". It is not the quantity of work you do, it is whether you completed the most important things you have to do.

A second time management technique is to schedule your time, allotting time for class, study, work, recreation, etc. Using this technique you first write in committed time such as classes. Then carefully decide on when the best time is for you to schedule other activities. You may decide that you can study two hours each weekday from 3-5, and on Sunday through Wednesday evenings from 7-10. At any given time all you need to do is check your schedule to see if you have committed that time or if it is free time. If you would like assistance in designing a time-management system for yourself, you can pick up a scheduling grid from the Learning Assistance Service in 2201 Shoemaker Building. Call 314-7693 and the staff will schedule an appointment for you to meet with a counselor.

Dr. John Van Brunt, Director
Learning Assistance Service

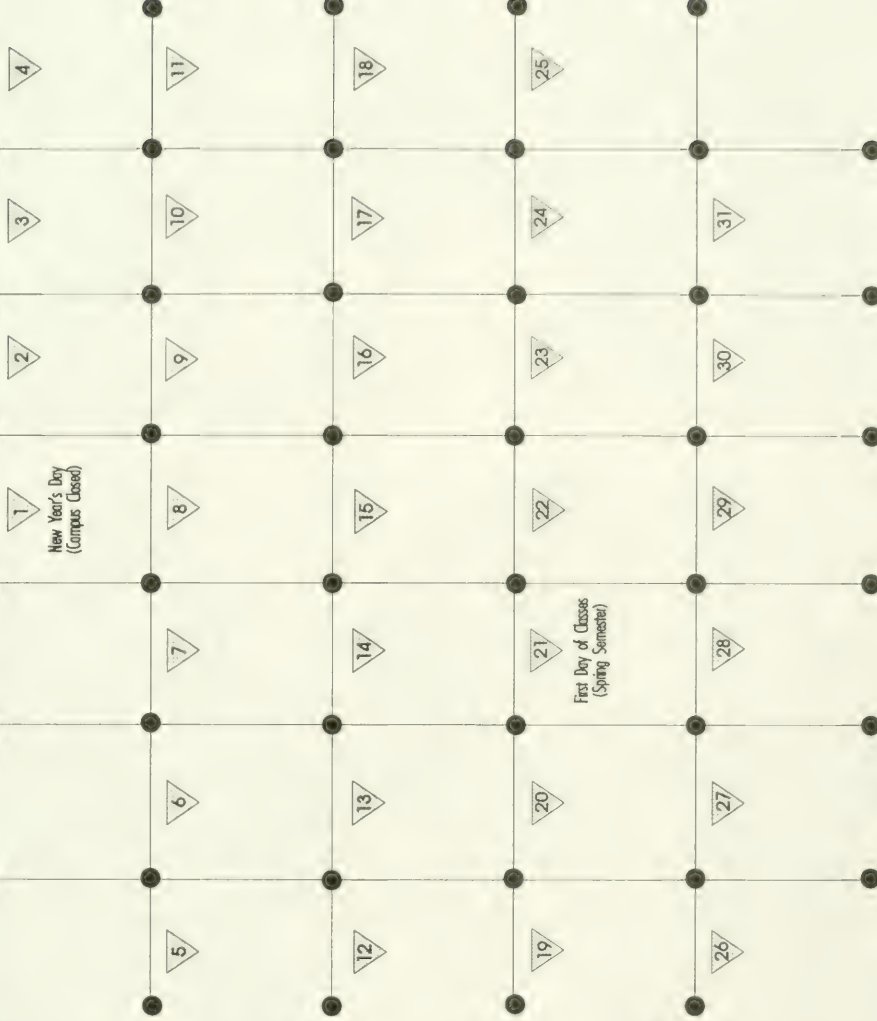
Comparison Between High School and College Variables

Typical High School	College (UMCP) 1991-1992
Cost of tuition, fees, books per year	
No direct costs (Payment through state, county, and local taxes)	\$2,900 in-state \$7,800 out-of-state
Tuition, fees, books, room and board, etc.	
No direct costs (Payment through state, county, and local taxes)	\$9,600 in-state \$14,500 out-of-state
Size of school	
500-1500 students 20-60 teachers 10-20 staff 20-50 acres 1-3 buildings	34,000 students 2,500 faculty 3,000 staff 1,378 acres 230 buildings
Responsibility for educational program	
Teacher, Administrator, Parents	Student
Course changes during the semester	
Usually difficult to make Student initiated only.	10 days to drop/add; an additional 8 weeks to drop up to 4 credits.
Number of instructors students "know" after	
Four years	
2-5	0-1
Class size	
30-40, maybe less	20-200
Hours in class	
30-35 per week	15-20 per week
Hours of study during an average week	
1-3 per week	15-25 per week, and possibly more during exams
Number of required pages of technical or textbook materials read per academic year	
600 plus or minus 200 (20-30 pages per week)	4,000, plus or minus 1000 pages (150-175 pages per week)

This comparison information is provided by the Learning Assistance Service, a division of the Counseling Center.

JANUARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY



- Monthly Reminders -

Paying The Bill

Office of the Bursar

Lee Building

405-9041

Q: When will I receive a bill?

A: If you attend one of the orientation sessions held before July 20, 1991 you should receive a combination bill-schedule for Fall 1991 in late July. Those students who attend orientation after July 20th will receive a bill around the middle of August.

Q: When is payment of the bill due?

A: Payment for room, board, tuition and all associated fees is due in full by September 7, 1991, whether or not you receive a bill. Checks should be made payable to the University of Maryland and should include the student's social security number on the front of the check. Students may pay with Visa and MasterCard at the walk-up window at the Bursar's office, first floor lobby, Lee Building or with the mail-in form.

Q: What should I do if I don't receive a bill?

A: Write or call the Student Accounts Office on (301) 405-9041 as soon as possible if you have not received a bill before school starts. We will advise you of any problems regarding your registration or bill and/or the correct amount to pay. The University cannot assume responsibility for the non-receipt of bills so make sure the bill is paid in full by the first day of class to avoid additional charges and/or penalties.

Q: What will happen if I don't pay the bill by the first day of class?

A: The University of Maryland will begin offering a deferred payment plan this fall, and information regarding the payment plans will be sent in the mail. However, students who do not enroll in a payment plan and who fail to pay their bill will have all University services severed, and will be charged a \$25.00 severance fee and a late fee of \$5 (or 5% whichever is higher). The account is then subject to referral to the State Central Collection Unit with a minimum 15% collection charge added.

Q: What will happen to my room and board if services are severed?

A: Severance of housing services means that the student will lose the priority points they have earned for future housing assignments. For a student on a board plan whose services are severed, no meals are served until the account is satisfied.

Q: What do I do if I decide not to attend the University?

A: Students who register and later decide not to attend the University must cancel their registration in writing with the Registrations office, prior to the first day of class to incur no financial obligation to the University. Failure to officially cancel your registration will result in being assessed charges even though you do not attend class. In addition, students on room and board should check each one of these separate contracts for the correct cancellation deadlines and procedures. Failure to cancel each one of these separate obligations (Registration, Dining Services, and Resident Life) will result in charges. Unfortunately, students tend to assume withdrawal from Registration cancels all obligations. That is not correct.

Q: Whom do I notify of a change of address?

A: Since many University communications are sent through the mail, it is imperative that an accurate and up-to-date address is maintained for you. Changes can be made to your local or permanent mailing addresses at any time by completing an Address Change Form at the Office of the Bursar, 1103 Lee Building or the Registrations Counter, 1st Floor Lobby Mitchell Building.

Q: How do I obtain a refund of a credit balance on my account?

A: No credit balance is automatically refunded. That is, a student must file a request in writing to obtain a refund. This is done by addressing a letter to the Refund Unit, Office of the Bursar, or by completing a refund request form at the Student Accounts Counter, 1103 Lee Building or the Withdrawal Office, 1st Floor,

Mitchell Building. It takes approximately two to three weeks, from the time a credit balance appears on the account and a refund request is received, until a check is mailed from the State Treasurer's Office in Annapolis.

Q: What do I do if I have been awarded financial aid?

A: University scholarships and grants will be credited directly to your account as long as you early-register for at least 12 credits. A check for any balance remaining will be available from the Office of the Bursar. Two important items should be noted regarding financial aid:

- 1) In order to receive financial aid, the award letter indicating acceptance of the offered aid must be received by the Office of Student Financial Aid.
- 2) Students on scholarships and grants are expected to maintain a semester credit load of 12 credits. In the event a student drops below this level, the scholarship or grant is automatically cancelled leading to an indebtedness to the University. Any student considering dropping credits should contact their financial aid counselor before taking such action.

Q: What do I need to do to pick up my Financial Aid Check?

A: All financial aid checks, including Stafford Student Loan, Perkins Loan grant and scholarships checks, are disbursed by appointment only. The Office of the Bursar will notify you by mail when there is a check available for you. Appointments must be made by telephoning 405-9025.

PLEASE NOTE: Although changes in fees, payment of fees, and other financial policies are ordinarily announced in advance, the University reserves the right to make such changes without prior announcements.

Further information regarding billing information, fee schedules, disbursement of financial aid, etc., can be found in:

- The 1991-92 Undergraduate Catalog
- The fall 1991 Schedule of Classes
- By calling the Student Accounts Office at (301) 405-9041.

February

- Monthly Reminders -

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Religious Centers, Chaplains, and Services

Several religious centers are available to the campus community, offering programs to meet the varied interests of students, faculty and staff. Most centers provide educational, social and recreational opportunities in a relaxed and welcome setting. The following centers are available:

Baptist

Gerald Buckner, Chaplain
Room 1101, Memorial Chapel
Weekly meetings:
Thursday at 6:30 p.m., Chapel Lounge
Bible Study: TBA
405-8442

Black Ministries Program

Weldon Thomas, Jr. Chaplain
Room 2120, Memorial Chapel
405-8445
Services/activities throughout semester.
Call for schedule.

Catholic Student Center
Father Thomas Kalita, Chaplain
Sr. Rita Ricker, Associate Chaplain
4141 Guilford Drive
College Park, MD 20740
At the Center:
Mass: Sunday 10:00 a.m./7:00p.m.
At the Chapel:
Mass: Monday - Friday
Noon, West Chapel
Mass-Sunday
12:00 noon West Chapel
Confessions: Monday - Friday
11:45 a.m. or by appointment,
West Chapel
Note: On Holy Days, call 864-6223 for the Mass schedule.

Christian Science

Room 1112, Memorial Chapel
422-3187
Meets on Monday 4:00-5:00 p.m.,
Chapel Lounge

Church of Christ

Gradens Stevens, Chaplain
Room 2112 Memorial Chapel
405-8447
Meets on Tuesday 7:00 p.m.,
Chapel Lounge

Church of Jesus Christ of Latter Day Saints (Mormon)
Institute of Religion
Dr. Neil Petty, Director
7601 Mowatt Lane
College Park, MD 20740
422-7570
Call for location and time of services.

Episcopal (Anglican)

Peter Peters, Chaplain
405-8483
Holy Eucharist:
Sunday - 10:00a.m.
Wednesday - noon, West Chapel
Canterbury Club:
Tuesday 5:30 p.m.
St. Andrew's, College Park

Memorial Chapel

Regent & Chapel Drive
314-8428

United Campus Ministries

(supported by the Disciples of Christ,
United Presbyterian Church, United
Church of Christ and United Methodist
Church)
Rob Burdette, Chaplain
Ki Yul Chung, Chaplain
Holly R. Ulmer, Interim Chaplain
2101 Memorial Chapel
405-8450
Interdenominational Service
Wednesday 5:15 p.m., West
Chapel

Jewish Student Center/B'nai B'rith Hillel Federation

Rabbi Robert Saks, Chaplain
7612 Mowatt Lane
College Park, MD 20740
422-6200
Workshop, Saturday 9:30 a.m.
Orthodox Service - Friday 6:00p.m.
Conservative Service - Friday
6:00p.m.

Lutheran Student Center
Elizabeth Platz, Chaplain
Hope Church
Knox & Guilford Road (opposite
Lot 1)
College Park, MD 20740
405-8448
Holy Communion:
Wednesday - noon, West Chapel;
Sunday - 10:00 a.m., Hope Church

University Publications

Black Explosion 3125 South Campus Dining Hall 314-7761

The **Black Explosion** newspaper has been, and still is, the strong independent voice of the Black students at UMCP since 1967. The newspaper averages 20 pages and has expanded its horizons by adding local, regional, and national news as it applies to Black college students. Also, the paper has incorporated Knowledge Comics; a dynamic 2-page center spread artwork; a HipHopologist, reviewing the uncompromising world of Hip Hop; and a *Head the Words* column.

The bi-weekly publication has a circulation of 5,000 and went to 10 different campuses in 1990 and is looking to further expand in 1991.

The Diamondback 3150 South Campus Dining Hall 314-8000 Business & Advertising 314-8200 Newsroom & Photography

The **Diamondback** is the campus' award-winning daily newspaper covering campus and local events, as well as classified ads. The **Diamondback** employs UMCP students in a number of positions. Whether your interest lies in writing, photography, business, or advertising, you will find excellent journalistic opportunities on our staff.

Eclipse 3121 South Campus Dining Hall 314-8357

A newspaper published twice a month, the **Eclipse** focuses on the activities of the University's black students. It also covers national and international events of interest to the black community and should be read by all students.

Mitzpeh - The Outlook 3111C South Campus Dining Hall 314-8351

The Jewish student newspaper is published monthly during the regular school year, with campus coverage and international news analysis. We're always looking for new writers, readers, advertisers, and suggestions, so feel free to give us a call. Mitzpeh--The same world. A different perspective.

The Second Wind 2201 Shoemaker Building 314-7693

A publication of the Returning Students Program, **The Second Wind** lists a variety of campus resources available to returning students. Copies are available at the Counseling Center's Learning Assistance Service, located

on the second floor of the Shoemaker Building. For more information, stop by or call 314-7693.

The Terrapin 3101 South Campus Dining Hall 314-8349

Since 1901, **The Terrapin** yearbook has captured what students at the University of Maryland at College Park are seeing, doing, and thinking. One of five independent Maryland Media, Inc. publications, it is a colorful, hardbound picture book created annually for students, about students. Watch for ads in the Diamondback for information about ordering **The Terrapin**. The book comes out in May and can be picked up in 3101 South Campus Dining Hall.

The Undergraduate Catalog

The **Undergraduate Catalog** contains almost everything you ever wanted to know about the University of Maryland at College Park. Course descriptions, major requirements, and general university requirements are outlined in the catalog.

Copies are available in the University Book Center. You must show a UMCP student I.D. to get one free; otherwise there is a \$2.50 charge.

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SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

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UM Jargon

A		Cram
AFROTC	Air Force Reserve Officer Training Corps	To put maximum effort into studying (usually last minute)
AGRI	College of Agriculture	The New General Education requirements for students
AHDP	Adults, Health, and Development Program	beginning college in the Fall 1990.
All-Niter	1) Extreme illustration of cramming by staying up all night. 2) An extravaganza held in the Stamp Union every September. Events include games, movies, concerts and sales.	Campus Recreation Service (rhymes with rooms) Cumulative grade point average

B		D
ARCH	College of Architecture	
ARHU	College of Arts and Humanities	

C		Dairy
BMGT	College of Business and Management	Ice cream place run by the University on Route 1
BPA	Business and Public Administration	The Diamondback, a daily campus newspaper
BSOS	College of Behavioral and Social Sciences	Denton Area Council
BSU	1) Black Student Union 2) Baptist Student Union	Mixer held by fraternities and sororities

D		Drop/Add
CAC	Cambridge Area Council	To make an adjustment in your class schedule
CLIS	College of Library and Information Services	
CMPS	College of Computers, Mathematics, and Physical Sciences	
Complexes	High rise residence halls by University Blvd	

E		Drop/Add
EAC	Ellicott Area Council	
ECO	Environmental Conservation Organization. A campus recycling and environmental awareness group	
EDUC	College of Education	
ENGR	College of Engineering	

F		Dessert
Frat	A fraternity	
Frosh	A freshman	

G		Drop/Add
G.A.	A graduate assistant	
Glass Onion	A student run group sponsored by the Stamp Union Programming office that promotes and produces concerts in the Stamp Union	
G.P.A.	Grade point average	
Graham Cracker	A block of Greek houses between College Ave. and Knox Rd.	
Greek	A member of a social fraternity or sorority	

H		Drop/Add
HAC	Hill Area Counsel	
HHHP	College of Health and Human Performance	
HUEC	College of Human Ecology	
The Hill	The area in the center of the campus including those residence halls	
HRO	Human Relations Office	

I		Drop/Add
IFC	The Intrafraternity Council which coordinates men's social fraternity activities	
JOUR	College of Journalism	
JSU	Jewish Student Union	
Jud board	One of several groups of students involved in the judicial process of the University.	

- Monthly Reminders -

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- Monthly Reminders -

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Living Arrangements

Off-Campus Living

Commuter Affairs
1195 Stamp Student Union
314-3645 or 314-5274

Whether living with your parents or commuting from your own apartment, the Office of Commuter Affairs (OCA) sponsors valuable services for you. Check with us if you need assistance with: off-campus housing information, commuter information, transportation or parking information.

• Off-Campus Housing:

OCA maintains up-to-date computerized listings of furnished and unfurnished rooms, apartments, and houses (both vacant and to share) which are for rent in the area; they are organized by cost, type of housing and distance from campus. Peer advisors are available to help you. Personalized printouts tailored to your individual needs can be requested to simplify your housing search. Be sure to bring your student ID or letter of admission when requesting a printout. Area maps, apartment directories, a landlord complaint file, model leases, and information on tenant-landlord rights and responsibilities are also available in the office to aid in your housing search. The office is open from 8:30 a.m.-4:30 p.m., Monday through Friday.

• Transportation:

Students who are interested in carpool options can gain access to the individual match-up program and priority parking program through contacting the OCA. The office has schedules for Shuttle-UM (the UM transit system for students), as well as for Metrobus, Metrorail, Amtrak and MARC train service. For an overview of transportation available to students pick up a copy of our brochure, "Transportation Alternatives."

• Settling In:

The S.H.O.W. (Students Helping, Orienting, and Welcoming) Program helps students settle into the University by matching students with

upperclass students. Sign up for S.H.O.W. during Orientation or contact OCA at 314-7250.

UMaps were developed by OCA as a special type of guide to campus. They can help you learn about opportunities on campus which best fit your particular interests. OCA also has a number of brochures which can help you discover where to hang out or how to find a job using UMCP resources.

If you are looking for a way to get involved on campus, OCA can tell you about the student organization for commuters, University Commuter's Association. As a commuter, you are already a member of OCA, and your input and energy is always appreciated. Please stop by or give us a call to take advantage of the services designed for you.

• Carpooling:

Parking on campus can be challenging, but manageable with a little planning. If you are going to be driving to campus and are not in a carpool, try to arrive in your assigned lot at least twenty minutes before class. If you can't park in your assigned lot because it's full, don't panic. Lot 4 serves as an overflow lot throughout the semester. If finding a parking space is getting you down, consider carpooling. If you and at least two other students form a carpool, you are eligible to register with the Office of Commuter Affairs for a priority parking spot in a centrally located faculty, staff, or upperclass student lot. Sign-up begins the first day of the fall and spring semesters. In addition, don't forget Shuttle-UM, the University transit system. It drops off and picks up students in front of the Stamp Union. There is no better way to avoid parking hassles completely. Shuttle-UM also serves many area apartments, shopping centers and connects with the Metro. For further information, call: Carpool information at 314-3645 or Shuttle-UM 314-2255.

• Snow Days:

In the event of a declared emergency (severe weather, civil disorder, etc), please listen to the media for information on closings only.

On-Campus Living

Department of Resident Life

2100 Annapolis Hall

314-2100

Living on campus provides an opportunity to live and learn with other students. Through constant interaction with others, late night talks with floormates and roommates, participation in floor, community and social activities, many students have their most enjoyable and rewarding experiences while living on campus.

A NEW WAY OF LIFE: LIVING ON CAMPUS

What should you bring?

- Soap, personal toiletries
- Towels, washcloths
- Detergent
- Laundry bag
- Clotheshangers
- Alarm clock
- Change for the washers and dryers
- Sheets, pillow, pillowcase, blankets and bedspread
- Stationary envelopes, stamps
- Desk lamp, waste bucket
- Dictionary, stapler, pens, other study needs
- Message board for notes from fellow residents

What can you bring?

- Small refrigerator (3 cu ft, 1.5 amps, grounded)
- Iron, hairdryer
- Window-type fan
- Bicycle and strong lock (kryptonite)
- Hotpot or popcorn popper (not for use in room)

What you can not bring:

- Lighted candles, fireworks, weapons
- Microwave oven, toaster oven
- Hotplate or any other appliance with an exposed heating element
- Air conditioner
- Pet or animal
- Waterbeds
- Lofts or other structures

- Masking or cellophane tape, nails or other wall-damaging products
- Alcoholic beverages (if you're under 21) and illegal drugs

How to get along with your new roommate:

- Talk to one another
- Go to your RA about problems
- Go in with an open mind
- Talk about expectations
- Compromise about room duties
- Ask your RA for a roommate starter kit to help get things started right
- Above all, respect the rights of one another
- Don't forget a vital resource...your RA

TYPES OF LIVING ARRANGEMENTS ON-CAMPUS

Residence Halls

A range of physical settings is available in the University residence halls. High-rise residence halls dominate the north side of the campus. The "complexes" or areas of high-rise halls around a central dining facility are near most athletic arenas, recreational resources of the campus, and the Computer Science Facility. As many as 575 students live in a high-rise hall. It is these halls that entering freshmen and transfers can expect to be assigned.

Although most residence hall rooms are "doubles" for two students, there are single rooms for upperclass students as well as triple and quad rooms. Each floor also has limited lounge and meeting space for small groups of residents and friends. Room sizes and features vary considerably with the age and physical layout of each hall.

Older Georgian or traditional-style residence halls are located on the south side of campus. These halls in the North Hill and South Hill clusters of residence halls are close to most classrooms and the core of the campus. These halls are smaller, not more than three or four stories high and house from 34 to 260 students.

Within many of the older residence halls on South Hill, renovations have been completed. Apartments with kitchens or kitchenless suites for four to eight students, in the place of double bedrooms and communal baths, are common in these buildings. Freshman and new transfer students should not expect to initially be assigned to these apartments or suites.

Apartment units for four to six students are located in Leonardtown, found across Route 1 from the main part of campus. Apartments are

reserved for upper-class and graduate students; freshman and new transfer students are not assigned here. Apartments include fully equipped kitchens, private baths, all furnishings, carpeting and air conditioning.

PEOPLE TO KNOW

Your Resident Assistant (RA) is the staff member with whom you will probably have immediate contact. As trained undergraduate students, RA's bring many skills and experiences to their jobs. For assistance with University services or offices, or academic or personal concerns, check with your RA. If they can not help answer your questions, they will refer you to someone else who can.

Your Resident Director (RD) is a graduate student and a professional staff member who supervises the RAs within your building. He/she is trained in the areas of counseling, discipline, administration and emergency response.

Roommate Assignments

New students are assigned so there is no way for you to choose where or with whom you will be assigned. However, efforts are made to satisfy students' preferences in the following areas:

Co-educational or single-sex hall

In the co-educational halls, men and women are assigned on separate floors or wings of the same building. More than 60 percent of campus residents live in co-educational halls.

Limited or unlimited visitation privileges

In most halls, the residents are not limited in hours of the day they may have guests of the opposite sex visit in their rooms. In other halls, limited visitation hours are maintained, meaning that guests of the opposite sex are not permitted from 12 midnight to 8:00 a.m. weekdays and 1:30 a.m. to 8:00 a.m. weekends. There are no curfews or time restrictions for residents to enter or leave their halls.

Room changes

Generally, assignments are made for the academic year. Sometimes, the two students assigned together in a room are not able to work out a

cooperative roommate relationship. The R.A. on the floor can be called on to help work out differences. Sometimes it is necessary to help students pursue a room change. You and your roommate will find that some expectations or rules must exist in residence halls as they must in any community of people.

Because the residence halls are on campus to support your academic purpose for being here, most rules exist to guide and support learning and respect for others while encouraging positive interaction between students. Generally speaking, these standards rest on one simple notion, that each resident give the same courtesies, respect and consideration to others that you expect for yourself. In the community of students living in a University residence hall, special emphasis is placed on each student being able to study and sleep.

While you are a student at the University, you must abide by expectations stated in the Code of Student Conduct. As a resident on the campus, you must abide by expectations stated in the *Residence Hall/Dining Services Agreement* and other residence hall documents. For further information about these and other rules, please contact the Office of Resident Life, located in 2100 Annapolis Hall.

Greek Housing

Office of Campus Activities
1191 Stamp Student Union
314-7174

The Office of Campus Activities helps to integrate the fraternities and sororities with the rest of the campus community. The office serves to advise and coordinate fraternity and sorority members in order to help them get the most out of the Greek experience.

Fraternity and sorority houses provide living spaces for 1,400 Maryland students. Living in a "Greek House" provides the chance to experience all aspects of community living. Most students living in the houses are members of the Greek community.

Dining on Campus

Dining Services

Meal Plan Information.....	314-8068
Catering Services.....	314-8031
Employment Information.....	314-8051

Dining Services offers several meal plan options and a variety of services to meet the tastes and schedules of the entire campus community. Dining rooms, restaurants and eateries are conveniently located in all areas of campus and are open hours that fit anyone's dining schedule.

The Point Plan

Students living on the campus participate in a declining balance "point" meal plan which works like a prepaid charge card. The board fee minus an administrative charge, is converted to "points." Points are used to purchase food a la carte from over 30 restaurants and eateries all across campus.

The points are accessed using a meal card that is presented to the cashier to pay for meals. After each transaction, the remaining balance is displayed at the register and a receipt is available.

D.S. Cash

D.S. Cash is a pre-paid declining balance meal card specially designed for the needs of faculty, staff, commuting students and resident students living in apartments. D.S. Cash works in much the same manner as the Point Plan.

EATERIES AT THE ADELE H. STAMP STUDENT UNION

Umberto's: Casual Country Italian cuisine served in comfortable surroundings. The menu features fresh pastas and sauces, chicken and veal dishes and a collection of sandwiches, salads and fresh made desserts. Major credit cards, Red Express, and D.S. Cash are accepted.

The Pizza Shop: Fresh-dough pizza, whole or by the slice. This and That: Philadelphia steak and cheese subs, hot dogs, fresh cut french fries, popcorn, nachos and more!

Dory's Sweets: Award winning UM Dairy ice cream served as cones, sundaes, floats and old-fashioned milk shakes.

The Eateries: Flame broiled burgers, custom made sandwiches, Italian specialties and a 50 item salad bar sold by the pound.

Maryland Deli and Bakery: Deli subs and sandwiches, deli salads, cold sodas, meats, cheeses, party platters and baked goods..

Dairy Salesroom

Turner Laboratory Rt. 1
405-1415

Our own University of Maryland ice cream made in Turner Lab. Twenty-four delicious flavors for cones, sundaes, shakes, etc. For lunch, enjoy a taco salad, Bar-B-Que, meatball sub, soups, cold sandwiches, and salads. Open 8:00 a.m. thru 5:00 p.m., Monday thru Friday.

Jewish Student Center Dining Hall

7612 Mowatt Lane P.O. Box 187
College Park, MD 20740
422-6200

This is a University-accepted board plan, in fulfillment of University residence hall requirements. There are numerous, reasonably priced, all kosher board plans from which to choose. Non-members may eat at the Center on a cash basis for lunch or dinner. Reservations must be made and paid for by Thursday for Sabbath meals and by the day before for holidays.

Student Services and Resources

Office of Campus Activities 1191 Stamp Student Union 314-7174

Campus activities and student organizations can be a very important part of your experience here at the University. Students who get involved in the life of the campus are more satisfied with their college experience and more likely to stay in school and graduate. The Office of Campus Activities will assist you in finding information about student clubs and organizations including: how to join a club, how to form an organization, or how to improve a currently existing organization. Acting as a service center for the more than 300 student groups, the Office of Campus Activities coordinates space reservations, SGA funded accounts, leadership programs, Greek Life, as well as the First Look Fair held in September. Be sure to attend this fair; it's a great opportunity to meet representatives from many student groups and get yourself involved.

Department of Campus Parking Parking Garage 2 - Building #202 314-PARK

All students who plan to park a motor vehicle on the College Park Campus must register for a parking permit with the Department of Campus Parking (DCP) or park at a paid meter. Exception: Freshman and Sophomore students who have 55 credits or less and who reside on campus are prohibited from registering for a parking permit. Contact DCP for more information.

Students can obtain a permit by going directly to the Campus Parking Office or by registering through the mail. The majority of UMCP students receive permit registration information by mail beginning in July. Try to take advantage of this opportunity, as it will save you time and frustration from waiting in long lines. If you do not receive a packet, you must go directly to the office and present a valid student I.D.

The cost of the permit is adjusted each year. Payment must be made by cash, check, or credit card (Mastercard or Visa).

Students who have visitors to the UMCP campus should call our office for parking information.

Parking Tickets

At the University, ticketing generally begins on the first day of classes. If you feel you have received an undeserved ticket, you may appeal it through the Department of Campus Parking (DCP) or request a Prince George's County District Court Trial (PGCDC). See the back of the ticket for instructions on how to schedule a trial or initiate an appeal. Ticket recipients must complete all requested information. Appealed tickets must be returned to the DCP within 15 calendar days from the issue date. After your appeal has been reviewed, you will receive written notification of the decision.

Carpooling

Parking on campus can be challenging, but manageable with a little planning. If you are going to be driving to campus and are not in a carpool, try to arrive in your assigned lot at least twenty minutes before class begins. If you can't park in your assigned lot because it is full, don't panic. Lot 4 serves as an overflow lot throughout the semester. If finding a parking space is getting you down, consider carpooling. If you and at least two other students form a carpool, you are eligible to register with the Office of Commuter Affairs for a priority parking spot in a centrally located faculty lot. Sign-up begins the first day of classes during the Fall and spring semesters. In addition, don't forget shuttle-UM, the University transit system. You are delivered and picked up in front of the Stamp Student Union. There is no better way to avoid parking hassles completely. Shuttle-UM also serves many area apartments, shopping centers and connects with the Metro. For further information on carpools call OCA at 314-5274 or Shuttle-UM at 314-2255.

Career Development Center 3121 Hornbake Library 314-7225

Every semester you are in college you can do at least one thing to make sure you are working toward a career that is right for you. For example, you can: develop good study habits and do your best academically; get a

clear picture of what you are good at and what you like to do; choose a major and select some campus involvements that are satisfying to you; investigate job fields of interest to you and consider an internship or co-op experience; plan for further education or training; develop a resume; apply to a graduate or professional school; or find a job to launch your career. The Career Development Center can assist you in planning now for your future.

Would you like to earn college credit for your career planning? Try EDCP 108D, a one-credit course will teach you how to direct your career and plan for your future.

Do you want to find out what you can do with your major after graduation? Come to the Career Resource Center in our third floor suite for information about almost any job you can think of; help in figuring out skills of career planning and finding a job; a computer program called "Discover" can help you assess your interests and goals; information about employers; job leads; and friendly people who will help you find what you are looking for. Need some personalized help? Career counselors are available to assist you free of charge.

Walk-in counseling is offered:

- Monday-Friday..... 10:00 a.m. - 4:00 p.m.
- Wednesday..... 6:00 p.m. - 8:00 p.m.

The Career Resource Center hours are:

- Monday-Friday..... 8:30 a.m. - 4:30 p.m.
- Wednesday..... 8:30 a.m. - 8:00 p.m.

The CDC welcomes you from the start to the finish of your college experience -- and beyond. Come visit us soon!

Office of Commuter Affairs

1195 Stamp Student Union

314-3645/5274

The Office of Commuter Affairs (OCA) sponsors a variety of services for students commuting to campus. Whether living with your parents or commuting from your own apartment, the OCA has valuable services for you including: off-campus housing information, transportation including Shuttle-UM, parking alternatives, the S.H.O.W. Program, and a variety of pamphlets about campus resources designed for the commuter student.

For more information about services provided by OCA, see the section entitled "Living Arrangements."

The Counseling Center

Shoemaker Building

314-7651

The Counseling Center offers a variety of programs, all of which are designed to help you make full use of your potential while at the University. Occupational and educational information, as well as tape recorded conversations with academic department chairpersons about majors in their departments, are available in the reception lobby.

Counseling Service: The psychologists at the Center provide professional counseling (individual and group) to deal with depression, anxiety, loneliness, or other problems common to students. They also offer many special counseling workshops on such diverse topics as assertiveness, self-esteem, human sexuality, reducing smoking, and stress management. Students who need to decide a major or future career are given an opportunity to investigate their interests, abilities, and aspirations through individual or group sessions.

Disabled Student Services

(Advison of the Counseling Center)

2201 Shoemaker Building

314-7682 (voice)/314-7683 (TDD)

The fundamental mission of the Disabled Student Services Office is to help insure that each disabled student has an equal opportunity to participate in the total educational experience UMCP offers. Among the array of services provided are general campus information, interpreters for the deaf, readers for the blind, administration of classroom exams, counseling, access to various buildings and facilities on campus, and access to special equipment such as Brailers, Visual-Tek, TDD's, talking calculators, and Kurzweil reading machines.

Department of Environmental Safety

7505 Yale Avenue
405-3960

The Department of Environmental Safety works to assure that campus environmental and safety hazards are eliminated or minimized through programs of inspection, education, and hazard management. Speakers are available to present programs in chemical safety, fire prevention, hazardous waste management, industrial hygiene, laboratory safety, occupational safety, radiation safety, and other areas of campus concern regarding safety.

Experiential Learning Programs

0119 Hornbake Library
405-3956

Deciding on a major, choosing a career, helping others, living and learning in another part of the U.S., getting practical experience before graduation -- these are just a few of the reasons to select a cooperative education placement, internship, volunteer position, or national student exchange through the Experiential Learning Programs Office.

Cooperative Education gives you the opportunity to integrate professional-level paid work experience into your academic program. Students gain work experience that complements their major. **Internships** may provide academic credit and possible a salary to students involved in learning experience outside of the classroom. **Volunteering** is an additional way you can gain experience while serving the community. The **National Student Exchange Program (NSE)** allows you to "study across the USA" and live in another part of the country.

You can choose your co-op, internship, or volunteer position from over 1,300 business, non-profit, or government sites in the Washington area. The job experience, confidence, and the contacts you gain will be invaluable after graduation, as you show your employer how your classroom knowledge has been put to practice.

Financial Aid Office

2130 Mitchell Building
314-8313

There are over 100 sources of scholarships, grants, loans, and employment available to eligible students through the Student Financial Aid Office. Most aid awards are packaged and will consist of a combination of scholarship, grant, loan, and/or employment. The application deadlines for these are extremely important. The office also has a Job Referral Service located in 3120 Hornbake Library. This service provides assistance in locating part-time employment, both on and off campus. The student does not have to have "financial need" to participate in the Job Referral Service. The office publishes a brochure which gives all of the details of eligibility, application procedures, and descriptions of the types of financial aid. Students may pick up the brochure and applications at the Office of Student Financial Aid.

Health Center

Campus Drive
314-8180

The Health Center is located on Campus Drive directly across from the Stamp Student Union. The Health Center provides primary care for the treatment and prevention of illness and injury. The Health Center is open 24 hours a day, seven days a week. Hours vary during semester breaks and holidays. You can be seen at the Health Center, by appointment or on a walk-in basis, Monday through Friday, 9:00 a.m. to 5:00 p.m. There is minimal care after hours. Any currently registered student who has paid the health fee is eligible for care. The health fee is included in your university bill and covers routine health care for the semester. There are additional charges for special services such as x-ray, laboratory tests, dental treatment, allergy injections, casts, physical therapy, and pharmacy supplies.

Health Center services include:

- dental clinic
- allergy clinic
- physical therapy
- men's clinic
- skin care clinic
- laboratory

counselors are available for group/individual consultations, interviews, and referrals.

The HELP Center
3105 South Campus Dining Hall
314-HELP

The HELP Center is a free, confidential and anonymous peer counseling and crisis intervention service. If you are feeling emotionally stressed and simply want to talk to someone who will listen, the HELP Center can help you help yourself. The volunteer staff receives intensive training in interpersonal and intrapersonal skills. New members are always welcome.

Services offered include: information and referrals, pregnancy testing, outreach on campus for emergency calls, TDD for the deaf, and awareness groups in areas of student concern such as sexual assault, academic pressures, and interpersonal relationships.

Call 314-HELP or walk-in 4:00 p.m. to midnight, seven days a week. Some shifts extend beyond the times listed.

Human Relations Office/Equal Opportunity Information
1107 Hornbake Library
405-2838

The UMCP Human Relations Office (HRO) sponsors a variety of activities and special events. These events are designed to nurture healthier relationships between the members of UMCP's multicultural community and promote greater interpersonal and intercultural understanding among the diverse campus populations. The programs sponsored by HRO feature themes that appeal to the whole range of campus groups from students to administrators.

The HRO also administers the Human Relations Code, which is the campus legal document that sets forth the process for dealing with sexual harassment and complaints of discrimination on the basis of race, color, creed, sex, marital status, personal appearance, age, national origin,

- nutrition counseling
- sports medicine
- health education
- mental education
- social services
- urgent care
- women's clinic
- pharmacy

Mental health services are also available at the Health Center. Psychiatrists and a psychiatric nurse provide confidential evaluations, short-term individual psychotherapy, group psychotherapy, and crisis intervention. All information is released only with the student's written permission or a court ordered subpoena. The Health Center does not issue routine absence excuses for illness or injury. In cases of prolonged absence or a missed exam, with your signed permission, the Health Center will verify dates of your treatment.

The Health Center does not routinely provide services for students' dependents (spouse, children). If your dependent needs medical care, the Health Center will provide a referral for services in the local area.

Health insurance is strongly recommended. If you do not have health insurance, a policy is available through the Health Center. The policy covers major medical expenses, including a large portion of hospital costs. Contact the insurance clerk at the Health Center for more information.

Important Health Center phone numbers:

- | | |
|--------------------------|----------|
| • Appointments | 314-8184 |
| • Allergy/Immunizations | 314-8116 |
| • Dental Clinic | 314-8189 |
| • Health Education | 314-8128 |
| • Information | 314-8180 |
| • Men's Clinic | 314-8137 |
| • Mental Health Services | 314-8106 |
| • Pharmacy | 314-8167 |
| • Women's Clinic | 314-8190 |
| • Insurance Clerk | 314-8165 |

Health education programs are available on a variety of topics: substance use and abuse, CPR, contraception, sexually transmitted diseases, stress management, sexuality and communication, and more. These programs are available in the Health Center, residence halls, Greek houses, and other campus locations. Call the program coordinators and ask for existing workshops or suggest new topics. Health educators and

political affiliation, mental or physical disability. In addition, this code serves to document information pertaining to a person's right to assemble peacefully; the right to freedom of speech, and the right to express freely sexual orientation. Anyone wishing to discuss or file a complaint should contact the Campus Compliance Office, 405-2838, or one of the Equity Officers located in each academic college.

Intensive Educational Development

0111 Chemistry Building

405-4736

The Intensive Educational Development (IED) and Student Support Services (SSS) programs provide a supportive program of academic skill development courses in English, mathematics, college study skills, and tutoring for UMCP students; in particular, freshmen and sophomore students who qualify for the program can be assisted in their academic, intellectual, social, and personal development as follows:

- Math support and tutoring for Math 001, 110, 115 and 140
- Preparation for the ENGL 101 and 101A and the English Proficiency Exam
- Tutoring in 100 and 200 level introductory courses
- Personal counseling in an individual and confidential setting
- Development of better college study skills and time management

Students who find they might benefit from the above services are encouraged to contact the IED office. Students may walk in or make appointments. Services are provided without charge to all eligible UMCP students.

International Education Service

2115 Mitchell Building

314-7740

The Office of International Education Services welcomes international students as well as students with an international perspective. International Education Services provides international students with support services while they pursue their academic programs at UMCP. Services for international students include advising in academic concerns,

counseling in personal matters, and assisting with immigration procedures. Orientation programs specifically designed for new international students are presented each semester. These programs include sessions to facilitate adjustment to the educational environment in College Park and to life in the United States.

International applicants to UMCP are processed through this office. Assessments of foreign-academic credentials, English proficiency, and financial/visa status are included in these evaluations. Further information is available in Room 2115 Mitchell Building or at 314-7740.

Learning Assistance Service

2201 Shoemaker Building

314-7693

Want to improve your study skills? Not sure which way is the best way to take notes to study from your text? Perhaps you're getting anxious about taking exams...

The Learning Assistance Service offers individualized programs in:

- Time Management
- Speed Reading
- Listening and Notetaking
- Spelling
- Science Learning Skills
- Math Skills
- Textbook Comprehension
- Examination Skills
- Vocabulary Improvement
- Writing/Grammar Skills
- English as a Second Language

A complete library of pre-recorded materials supplements the individualized study programs. Review materials for introductory mathematics (MATH 001, 110, 115), chemistry (CHEM 101, 103), and statistics are available. One credit courses in study skills are also offered each semester. These classes include:

- EDCP 108B - Introductory academic skills course, focusing on such areas as general study skills, time management techniques, and how to succeed in college.
- EDCP 108K - Reading at the College Level
- EDCP 108L - Listening and Notetaking
- EDCP 108M - Math Study Skills and Building Confidence.

● **EDCP 108T - Time Management**

Ongoing workshops are given on a weekly basis, skill areas vary by week, so check with the LAS receptionist for dates, topics, and registration.

MATH HELP: In order to meet Fundamental Studies Requirements, you are required to attempt a math course within your first 30 credits at UMCP and to satisfactorily complete this requirement before you reach 60 credits. If you are weak in math or have not taken a math course recently, the Learning Assistance Service can help you in preparing to fulfill this requirement. There are many programs that will help you become a better math learner such as: math study skills, reducing math anxiety, and video tapes to help you review high school algebra. The math placement exam will indicate what level of math course you are prepared to take; however, you need to check with an advisor in your major field about options available to you. Audio-tutorial tapes in statistics are also available to introduce you to basic concepts in probability and statistics.

The Learning Assistance Service is open:

- Monday.....8:30 a.m. - 7:00 p.m.
- Tuesday-Friday.....8:30 a.m. - 4:30 p.m.

LIBRARIES

Architecture Library

The Architecture Library, located in the Architecture Building, has a collection supporting the professional education programs of the School of Architecture. In addition to architectural design, theory, and history, the collection includes urban design, landscape architecture, and building technology. The National Trust for Historic Preservation Library Collection is also housed in the Architecture Library.

Art Library

The Art Library, in the Art-Sociology Building, has a collection covering art history, studio art, and art education, as well as aspects of photography, graphic arts, interior design, and textiles. The collection primarily supports upperclass, graduate, and research programs.

The Engineering and Physical Sciences Library

The Engineering and Physical Sciences Library (EPSL), located in the Mathematics Building, is the campus center for library materials in engineering, physics, mathematics, and geology with significant collections in computer science, environmental sciences, water resources, and aerospace sciences. EPSL also houses the Libraries' Technical Reports Center and is a U.S. patent depository library.

Hornbake Library

The R. Lee Hornbake Library houses the Reference, Circulation, and Reserve services for undergraduates. Collections of books, periodicals, and other materials are designed to meet undergraduate students' educational and personal needs. Staff are always available to answer questions and to provide assistance. Hornbake is also a useful place to study for upcoming exams or to do research for term papers; in addition, regular classes and seminars are scheduled to help you use the library more efficiently. During the fall and spring semesters, a 24-hour study room is available in Hornbake.

This library also houses the Music Library and the Nonprint Media Services Department, which is the central audiovisual department for the library system and the entire campus. This collection consists primarily of video cassettes, films, audio cassettes, and equipment to support undergraduate, graduate, and research programs. Viewing and listening facilities are available including a "Dial Access" system which allows up to 96 people at a time to view or listen to class-related programs. Through the campus video distribution system, programming can be sent to several large lecture halls on campus from the Nonprint unit. The Film Collection has 16 mm films on various subjects with emphasis on agriculture, nutrition, health, and business.

While McKeldin East is undergoing renovation and most of its contents moved to McKeldin West, various special collections normally located in McKeldin are now in Hornbake.

Hornbake Library is generally open:

- Monday-Thursday.....8:00 a.m. - 11:00 p.m.
- Friday.....8:00 a.m. - 5:00 p.m.
- Saturday.....10:00 a.m. - 5:00 p.m.
- Sunday.....Noon - 11:00 p.m.

Hours vary between semesters and during the summer. Hours differ for the special collections mentioned above. For further information about current hours, call Hornbake Information at 405-9257.

McKeldin Library

McKeldin Library is the main campus library. Its collection of materials--books, periodicals, newspapers, and microforms--covers nearly every subject, but is especially strong in the life sciences, social sciences, and humanities. During the spring and fall semesters, McKeldin is open during the following times:

- Monday-Thursday.....8:00 a.m. - 11:00 p.m.
- Friday.....8:00 a.m. - 6:00 p.m.
- Saturday.....10:00 a.m. - 6:00 p.m.
- Sunday.....Noon - 11:00 p.m.

Posted schedules should be checked for adjustments during holidays.

Music Library

The Music Library, located in Hornbake Library, houses materials pertaining to music and dance. It contains books, periodicals, music recordings, music scores, and various parts. Listening facilities are available and some recordings may be borrowed for home use. Special collections in music include items from many national organizations and associations, as well as the International Piano Archives at Maryland (IPAM).

White Memorial Library

The White Memorial Library, located in the Chemistry Building, has a collection of chemistry, biochemistry, and microbiology materials. This library primarily supports upperclass and graduate students as well as research programs.

Library Services

In addition to reference and instructional services provided through each library, the following services are available:

- **Interlibrary Loan (ILL):** For a fee, ILL staff will search, retrieve, photocopy, and mail copies of periodical materials held in the UMCP libraries and will also acquire materials from other libraries throughout the country. Consult the ILL staff for more information about this service.
- **Consultation on Library Use (CLUE)** is available in all libraries to students needing assistance with library research. Applications are available at the information desk of any UMCP campus library.
- **Computer-Assisted Research Service (CARS)** enables a researcher, with the assistance of a librarian, to compile a bibliography on a specific topic. Inquire at the McKeldin Library reference desk, the Art, ESPL, or White Libraries.

LIBRARIES

There are seven libraries on campus with a combined collection of over 2 million volumes and 22,862 serial titles that supports educational and research endeavors on the College Park campus. Access to many of these materials is facilitated through the use of an online catalog.

The Libraries' staff employ their training and experience building collections and providing services to the UMCP community. All students, faculty, and staff of the University of Maryland at College Park campus may borrow materials from any UMCP library. Members of the community may use library facilities, but may borrow materials only through inter-library loan. Visiting scholars may also apply for special borrowing privileges.

- No cost searching of computer-stored information (e.g. using CDROM, Laser-Disks, and dial-in services) is also possible without librarian assistance at many libraries. Handouts at information desks describe the availability of the source.
- **MiniCARS** (Mini Computer-Assisted Research Service) is a simplified and express version of the CARS program. The MiniCARS program uses the versatility of a computer to generate, overnight and for a fee, short subject bibliographies. For more information on MiniCARS, contact Hornbake Library reference at 405-9257.

- Microcomputer facilities are available in both ESPL and Hornbake Libraries. These Sperry (IBM compatible) and Macintosh PC's are available for use by all University of Maryland students, faculty, and staff.

- Other services include a study room for the visually impaired (Hornbake Library) and photocopying services (McKeldin Library). Self-service photocopy machines are available in all of the UMCP Libraries. There are brochures and other handouts available to assist library users in learning about the UMCP Libraries.

The College Park Community Mediation Center

4511 Knox Road, Suite 204

277-5591

The College Park Community Mediation Center is a free and confidential service jointly sponsored by the City of College Park and the University of Maryland. The purpose of the Center is to help both the City and the University community resolve disputes in a friendly, cooperative, and efficient manner. Individuals who live or work in College Park and all faculty, staff, and students associated with the University are eligible to use our free service.

Examples of disputes which we handle include: faculty/student, staff conflicts, landlord/tenant, neighbor/neighbor, roommate/roommate, small claims, interpersonal, and student/resident.

The Center's hours are Tuesday, Wednesday, Thursday from 10:00 a.m. to noon and 2:00 p.m. - 5:00 p.m.

Office of Minority Student Education

1101 Hornbake Library

405-5616

The University community is a rich blend of students, faculty, and staff from all over the country and the world. Understanding different cultures and gaining exposure to different ethnic groups is an important aspect of college life.

The Office of Minority Student Education (OMSE) provides opportunities for minority students to meet and interact, and to learn effective ways of dealing with the issues they may face in a multicultural, though predominantly white, environment. OMSE's overall goal is to contribute to the total development of the student. To this end, OMSE has various programs and activities that are geared toward enhancing, not only minority students' academic performance, but their social and interpersonal skills as well.

Many college students are still learning to be sensitive to the needs of others outside their own families. OMSE plays a major role in helping students adjust and negotiate with others, a vital step in the education process.

Nyumburu Cultural Center

3125 South Campus Dining Hall

314-7758

Nyumburu is the center for Afro-American cultural, historical, intellectual, and social interaction in the UMCP community. Nyumburu's productions and activities include lectures and seminars, art exhibits, presentations, productions, and workshops in the dramatic arts, modeling, dance/aerobics, and creative writing. Nyumburu also presents concerts in blues, jazz, and gospel music. Academic courses in blues, jazz, and dramatic arts are also offered.

The distinguished artist-scholar series attracts some of the area's best to interact with students. Guitar and harmonica blues workshops produced by the staff are open to the general public. Nyumburu is the home of the highly acclaimed Maryland Gospel Choir which has served the Maryland community for more than 10 years.

The Sophisticated Steppers Modeling group also makes its home in Nyumburu. Other organizations which utilize the Nyumburu facility as home base are the campus chapter of the NAACP, the Black Explosion Media Group, and many others. The center serves as a resource to the general population by highlighting the rich and positive aspects of Afro-American culture. The annual Miss Black Unity Pageant is one of the most meaningful and popular campus events. With its goal of promoting unity in the UMCP community, the pageant has positively impacted upon other area schools and organizations.

Parent Consultation and Child Evaluation Service

(A Division of the Counseling Center)

1107 Shoemaker Building

314-7673

Professionals provide consultation, testing, and counseling for youngsters ages 5 - 14 and families.

Police Department
1201 Service Building
405-3555

The UMCP Police are committed to serving the University community. They are responsible for the safety of all persons who enter the jurisdictional boundaries of UMCP. As sworn law enforcement officers, they are charged with the responsibility to enforce state, county, and local laws, including the rules and regulations of the University. Report all criminal or suspicious activity no matter how small the value or how minor the incident. By working together, the UMCP Police and the UMCP Community can make the campus a safe environment in which to live, work, and take advantage of the numerous activities offered.

To assist you in requesting the services offered by the UMCP Police, the following guidelines should be followed:

- **To report emergency crimes or suspicious activities, call 405-3555.**
Reports of committed crimes, suspicious activities, and motor vehicle accidents must be made in person. An officer may be dispatched to your location on campus or you may make the report in person at the duty desk of the UMPD Station. It is important for you to obtain the officer's name and badge number and the case number of the report to obtain report verification for insurance.
- **To request verification of official police reports, call 405-5758.**
The UMCP central records section will provide documentation of reports filed for insurance and other verification purposes. There is a slight fee for this service. When requesting this service, you should provide the case number of the report and the reporting officer's name and badge number.
- **To make emergency calls for police, fire, or rescue, call 405-3333 or dial 911 from any designated pay phone.**

The University has two emergency telephone systems. The first is the direct line emergency phones which are yellow and marked "emergency." Exterior phones are equipped with blue lights for easy identification at night. Upon lifting the receiver, you are automatically connected with the UM police dispatcher. Your location is provided electronically. Use these phones for emergency use only. The second emergency phone system is the public telephone emergency call system. In this system, public phones, located throughout the campus,

are marked with bright, red decals which describe the emergency calling procedures. Dial 911 and follow the instructions listed on the decal. No money is required to utilize this system. The 911 operator will fast forward your call to the UMPD who will help you.

- **To obtain crime prevention information, a crime prevention speaker, or background information for a school paper, call 405-5335.**

The Police Public Relations officer provides crime prevention presentations on request to any group on campus. Topics include, but are not limited to, sexual assault prevention and personal security tips.

- **Off-Campus Incidents**

The UM Police are limited to a specific jurisdiction, primarily campus. All incidents occurring within the University's jurisdiction should be reported directly to the UM Police. To report those incidents occurring outside of the University's jurisdiction, contact the police department in the area in which the incident occurs. In the Washington Metropolitan area, most emergency calls for service may be made by dialing 911.

The UM Police enforce state parking regulations through state citations and towing. These regulations include, but are not limited to:

- Citing any vehicle parked in a medical handicapped space
- Citing any vehicle parked in a driveway or roadway
- Citing any vehicle that has been abandoned for over 48 hours
- Enforcement of state, county, and local criminal laws through criminal arrests
- Enforcement of the Code of Student Conduct through Campus Judicial Program referrals
- Investigation of all reported crimes through the use of a Criminal Investigations Division

UMPD provides fingerprints for a small charge. Call 405-3555 for office hours.

The UM Police employ undergraduate and graduate students to fulfill many police services which are public safety-related, but do not require sworn police officers. See the "Employment Opportunities" section of this guidebook for more information.

Post Offices
UMCP Building 343
405-4474

Signed, sealed, and sitting on your desk because you can't figure out how to deliver it? Read on. Campus mail does not require a stamp. Just drop it in the campus mailboxes located at the Stamp Student Union Information Desk. Do not put campus mail in standard U.S. mailboxes.

A battery of machines in the lobby above of the University Book Center in the Stamp Student Union can supply you with stamps, post cards, and other postal paraphernalia. You can even weigh packages. It is all self-service, so it is open whenever the Stamp Union is open. If the machines will not suffice, try the Campus Mail Facility across from the North gate on Route One. PLEASE HAVE PROPER CHANGE SINCE THERE IS NO CHANGE MACHINE.

On-campus U.S. mailboxes are located at:

- The Adult Education Center
- Adele H. Stamp Student Union
- **Off-Campus Post Offices include:**
- 4815 Calvert Road, College Park, MD. For information, call 699-8845
- 9591 Baltimore Avenue, College Park, MD. For information, call 345-1714
- Presidential Building, 6525 Belcrest Road, Hyattsville, MD. For information, call 699-8858

PRINTING AND PHOTO SERVICES

Campus Photo Services
4310 Knox Road
405-4478

Campus Photo Services, one of the best kept secrets on campus, is well worth knowing about. Located on the far south side of campus, the Campus Photo Service is available to accommodate every photographic need or special request in the book. They offer Kodak color processing and printing with a 24 to 48 hour service for color slides. Polaroid, Kodak

color, B & W film, and darkroom supplies can be purchased at discount prices.

Film and processing is not all they provide. Other services include: custom B & W processing and printing, color and B & W studio photography, instant color passport photos, copy slides and prints, color slide duplication, prints, and on-location photography. You might want to take advantage of their photo mounting and framing to give your photo that custom look.

Maryland Media
3144 South Campus Dining Hall
314-8500

Maryland Media offers typesetting, layout, copy, camera, and printing services to all UMCP students and organizations. They use an offset printing process and are available for large orders as well as small. Maryland Media is open Monday through Friday from 9:30 a.m. to 4:30 p.m.

University Printing Services
Service Building 005
405-4100

University Printing Services, located next to the heating plant on the east side of Route 1, can handle the printing requirements of academic and administrative departments of the University at reasonable prices.

The shop has facilities for typesetting, offset lithography, and letterpress printing. Camera room services include the production of negatives, prints, and photostats from text, line drawings, and photographs. High resolution phototypesetting can be created from typewritten manuscripts or disks prepared on campus word processing and desktop publishing systems. Bindery and finishing services are also provided.

The scope of work ranges from jobs such as business cards, stationery, and envelopes, to multicolor brochures, posters, and booklets. A Quick Copy Center provides a variety of rapid duplicating services. Facilities for bulk mailing including machine labeling and inserting, as well as sorting,

bundling, and delivery to Campus and U.S. Post Offices. For more information, call 405-4100. The technical staff is available for consultation on all printing matters and can offer innovative suggestions for your printing needs. Hours: Monday-Friday from 8:00 a.m. to 4:00 p.m.

Returning Students Program
(A Division of the Counseling Center)
2201 Shoemaker Building
314-7693

Are you 25 years of age or older, or have you had a break in your formal education? If so, the Returning Students Program offers you many support services and resources. Returning students typically have different needs than the traditional 18 - 22 year old student. The Returning Students Program was created to meet those needs.

A one-credit course for returning students, EDCP 108R, is offered in both the fall and spring semesters. This course involves exploration of academic, career, and personal goals, as well as study skills and information about campus resources.

Other services include our "Second Wind" newsletter, individual counseling, an information and referral service, a coffee and conversation drop-in group every Monday from 12-2 p.m., and an Open House at the beginning of every semester.

Student Legal Aid Office
1219 Stamp Student Union
314-7756

The Student Legal Aid Office is funded by the SGA and provides free legal services for undergraduate students. Since 1976, the office has served as an advocate on both University and non-University legal issues. An attorney, two paralegals, and several student interns are available to help students with various legal problems. Major legal issues for students include landlord-tenant disputes, consumer problems, criminal charges, traffic violations, student rights, and University-related incidents. The office can also represent students charged with University misconduct.

The office is open Monday through Friday from 10:00 a.m. to 4:00 p.m. when classes are in session and on a limited schedule during exam periods and summer sessions. No appointment is necessary. Come in person and bring all documents (e.g. traffic ticket, lease, letters) relating to your legal problems.

Study Abroad Office
3125 Mitchell Building
314-7746

You can study in Europe, Africa, Latin America...almost any place in the world. Study Abroad is an exciting educational experience that is available to students in most majors. Students can study in foreign universities, select an internship or attend programs specially designed for many of these programs.

The Study Abroad Office provides information and advisement about all of these opportunities. The Office also assists students interested in work and travel abroad. International Student I.D. Cards are issued. The University of Maryland runs study abroad programs in England, Israel, Germany, Austria, Denmark, France, Spain, China, Japan, and Brazil.

Testing, Research, and Data Processing
(A Division of the Counseling Center)
1101C Shoemaker Building
314-7688

National testing programs such as the CLEP, GRE, and Miller Analogies are administered through this office, as well as testing for counseling purposes. In addition, staff members produce a wide variety of research reports on characteristics of students and the campus environment.

University Book Center
Lower Level Stamp Student Union
314-BOOK

The University Book Center, official book store for UMCP, is conveniently located in the center of campus on the lower level of the Adele H. Stamp Student Union. Your campus needs can be met from a wide selection of convenience foods, health and beauty items to the largest selection of textbooks, general and technical reference books, novels, and language and literature books. You will also find an extensive selection of UM imprinted clothing, gifts, and accessories. We feature Champion and Gear sportswear.

Our regular hours are:

- Monday-Friday.....8:30 a.m. - 7:00 p.m.
- Saturday-Sunday.....Noon - 5:00 p.m.

University of Maryland University College
University Blvd. at Adelphi Rd.
985-7000

One of the eleven major campuses of the University of Maryland System, University College extends the resources of the University to adult students who prefer to pursue higher education on a part-time basis. Our curriculum, class schedules, registration procedures, and comprehensive student services have all been designed to create an academic environment that supports and encourages the educational goals of busy adults.

Since 1947, University College has specialized in flexible and accessible quality education. It also offers programs to meet the educational needs of military personnel and support staff in over 20 countries in Europe and Asia. We offer B.A. and B.S. degrees in more than 30 areas of concentration including business and management, computer studies, science, the humanities, the social sciences, and the arts.

There are many non-traditional learning opportunities at UMUC. Some of these include: EXCEL (credit for prior learning), Credit-by-Exam, Cooperative Education, and the Open University Program. Courses taken

at UMUC can be applied toward undergraduate degrees at other campuses of the University of Maryland System. The Graduate School at UMUC offers Master of General Administration degrees with optional tracks in a variety of specializations including an Executive Master of General Administration, Health Care Administration, Marketing, and Technology Management. Through the Center for Professional Development, more than 13,000 people each year participate in various short courses, seminars, conferences, and institutes offered at the Center for Adult Education or in the workplace nationwide. UMUC serves over 100,000 students throughout the Washington/Baltimore region, Maryland, and all over the world in credit and non-credit courses each year. For information about UMUC or for a copy of a current Schedule of Classes, call (301) 985-7000.

Veterans Affairs Office
1101G Mitchell Building
314-8239

The Veterans Affairs Office is open Monday through Friday, 8:30 a.m. to 4:30 p.m. to assist veterans, dependents, and active-duty personnel with their VA Education Benefits. Eligible persons who wish to be certified for benefits should call or report in person each semester.



Getting Involved On Campus

**Adele H. Stamp Student Union
Program Office**
314-8495

The programs that make the UMCP Stamp Student Union the center for campus life are the responsibility of the different functions of the Stamp Student Union Program Office. These include the Hoff Movie Theater, the Stamp Student Union Art Center and Parents' Association Gallery, Arts and Leisure Mini-Courses and the Stamp Union Program Council, a volunteer student organization that sponsors a variety of concerts, lectures, outdoor recreation trips and other activities. By contacting this office you can find information about upcoming gallery exhibits, Hoff Theater movies and other cultural, recreational and entertainment events that are going on in the Union.

those wishing a more in depth yet relaxed approach, we offer 20-25 non-credit and credit Art Mini-Courses or "Free or Almost Free Workshops" per semester.

Our Art and Printing Services include signs, banners, silkscreen, and design/illustration. The Program provide the funds necessary to purchase and maintain equipment, pay instructors and expand our programs. The Art Center also staffs and maintains the Parents' Association Gallery in the main lobby of the Adele H. Stamp Student Union. The Art Center is open Monday through Friday, 11:30 a.m. - 4:30 p.m. and other times by appointment. Studio memberships are available; call for fee structure. For more information call 314-2787.

Arts and Leisure Mini-Courses

Tired of watching television or just want to try something new? The Adele H. Stamp Student Union Programs Office can provide you with a variety of leisure activities ranging from bicycle repair to photography to aerobics. Mini-courses are non-credit courses which allow you to learn a skill, experiment with a new art medium or improve your physical fitness in a relaxed environment. They are inexpensive and usually meet once a week for six to eight weeks. Or you may choose one of the one-day workshops we offer. All courses are taught in the Adele H. Stamp Student Union either in the Art Center or in the meeting rooms throughout the

The Art Center
0232 Stamp Student Union
314-2787

The Art Center is located on the ground floor of the Adele H. Stamp Student Union and provides open studio space, specialized studios, tools and equipment to create individual projects or work with friends on a group project. Through our Artists in Residence and a willing helpful staff, we can provide guidance and advice on any range of challenges. For

building. Registration fees vary. The average cost is \$30, including course materials. Workshops are usually free. Brochures listing courses, fees, dates, and times are available at the Adele H. Stamp Student Union Information Desk.

Arts & Crafts Classes

Easy-to-learn classes are taught at the Art Center located on the ground floor of the Stamp Union. Classes are credit and non-credit, normally six to twelve weeks long, and cheap. Most hand tools are provided. Materials are extra. Classes include how to design and build furniture, how to print black and white or color photographs or even how to use your 35mm camera. The ceramic classes teach wheel throwing and glazing techniques. Free workshops are offered on Saturdays.

Art Galleries

There are three art galleries on campus, two in the Art-Sociology Building and one in the Adele H. Stamp Union. The large University Gallery, room 2202, features major contemporary and historical exhibitions organized by the Gallery or borrowed from other institutions. The West Gallery is a smaller space in the Art-Sociology Building which features the work of students here at the University.

The Parents Association Gallery, located off the main lobby of the Stamp Union and maintained by the Art Center, exhibits local, national and international art. Exhibitions with open-house receptions occur monthly. An annual undergraduate painting competition (open to all University of Maryland students) boasts a \$500 purchase prize. The annual Alumni Show is a popular gathering place for old friends. The Gallery welcomes exhibition suggestions from University departments, faculty, students and staff.

Office of Campus Activities 1191 Stamp Student Union 314-7174

Most new students come to the University seeking ways of getting involved. You may know that involvement in out-of-class activities is an excellent way to make new friends, expand your interests, learn more about yourself and others, and really become a part of campus life. Students who get involved are more likely to stay in school and graduate. Yet as a new member of the campus community - with classes, friends, and maybe a part-time job - how can you find out more about getting involved?

A good place to start is the Office of Campus Activities, located in 1191 Stamp Union. Campus Activities serves as a major resource for student groups. We publish Pathfinder, which describes our student groups; a Registered Student Organization Directory, which lists contact information for over 360 student organizations; and The One Minute

Newsletter, a biweekly calendar and information source.

If you really want to become involved, keep your eyes open for Diamondback announcements and the numerous flyers posted on kiosks around campus. This is how most student groups get the word out. Don't be afraid to go to an initial meeting just to listen and check it out.

Whether you're interested in contacting the Ski Club, finding out about concerts and plays, improving your leadership skills, or starting your own student group, don't let a lack of know-how keep you from getting started. Stop by the Office of Campus Activities. We'll be glad to help. Welcome to Maryland!

Clubs and Organizations

A

Adhan
African Students Association
Agape Campus Ministry
Agricultural Student Council
Ahmadiyya Muslim Student Association
Air Force Reserve Officer Training Corps
Alpha Chi Omega
Alpha Delta Pi
Alpha Epsilon Phi
Alpha Epsilon Rho
Alpha Kappa Alpha
Alpha Lambda Delta
Alpha Mu Chapter of Phi Chi Theta
Alpha Omicron Pi
Alpha Phi
Alpha Phi Alpha

Alpha Phi Omega
Alpha Xi Delta
Amateur Radio from the University of Maryland
American Institute of Aeronautics and Astronautics
American Institute of Chemical Engineers
American Marketing Association
American Nuclear Society
American Society for Microbiology
American Society of Civil Engineers
American Society Mechanical Engineers
Amnesty International of Maryland
Angel Flight/Silver Wings Society (AFROTC)
Animal Husbandry Club
Anthropology Student Association
Architecture Student Association
Arnold Air Society
Art History Association
Assoc. for the Development of Minority Scholars
Association of Collegiate Entrepreneurs
Association of Horticulture Graduate Students

B

B'nai B'rith Federation Hillel
Baha'i Club
Bangladesh Students Association
Beta Alpha Psi
Beta Theta Pi
Bible Study Group
Black Business Society
Black Engineers Society
Black Science Society
Black Student Union
Black Students of Ellicott Community
Black Women's Council
Bowling Club

C	
Cambridge Area Council	
Campus Advance	
Campus Crusade for Christ	
Campus Pro-Choice Advocacy	
Canterbury	
Caribbean Students Association	
Carp(Coll. Assoc. for the Research of Principles)	
Chi Epsilon	
Chinese Christian Fellowship	
Chinese Culture Club	
Chinese Graduate Student Association	
Chinese Language Club	
Chinese Student Association	
Chosen Generation Ministry	
Christians International	
Circle K	
Circolo Italiano/Cercle Francais	
College Park Hapkido Club	
College Republicans	
Concerned Group of Black Thinkers	
Council of Engineering Societies	
Criminal Justice Student Association	
Cumberland Flashers	

D	
Dancers Against Cancer	
Delta Chi	
Delta Delta Delta	
Delta Gamma	
Delta Phi Epsilon	
Delta Sigma Phi	
Delta Sigma Pi	
Delta Sigma Theta	
Delta Tau Delta	

Denton Area Council	
Design Association	
Divestment Coalition	
Documentary Film Society	
E	
El Salvador Coalition	
Elegant	
Ellicott Area Council	
Environmental Conservation Organization	
Equestrian Association	
Equestrian Team	
Erasable, Inc.	
Eta Kappa Nu Association	
Eta Sigma Gamma	

F	
Fencing Club	
Filipino Cultural Association	
Finance Banking and Investment Society	
Fire Service Dormitory	
FNIA Club	
Freedom	
Free University	

G	
GAMMA	
Gamma Phi Beta	
Gamma Xi of Kappa Kapp Psi	
Gay and Lesbian Student Union	
General Honors Program	
Generics Acappells Singers	
Gentle East Tae Kwon Do Club	
Geology Club	
German Club	
Golden Key National Honor Society	

Government and Politics	
Graduate Student Association	
Great Commission Students	
Greek Council	

H	
Hagerstown 7 Social Club	
Hagerstown Five Gamma Delta Nu	
Hellenic Club	
Help Center	
Hispanic Student Union	
History Undergraduate Association	
Homecoming Committee	
Hong Kong Club	
Hungarian Round Table	

I	
Ice Hockey Club	
Indian Students Association	
Indonesian Students Association	
Information Systems Society	
Institute of Electrical and Electronics Engineers (IEEE)	
Inter-Collegiate Debate Club	
Inter-Varsity Christian Fellowship	
Interfraternity Council	
International Association of University Students	
International Student Council	
Israeli Student Society	

J	
Jewish Student Union	
John Marshall Pre-law Honor Society	

K

Kappa Alpha
Kappa Alpha Psi
Kappa Alpha Theta
Kappa Delta
Kappa Kappa Gamma
Kappa Kappa Psi
Kappa Sigma
Kappa Sweetheart Kourt
Korean Student Association

L

Latter-Day Saints Student Association
Leondartown Area Council
List Structureu
Lutheran Student Union

M

Malaysian Student Association
Maniacs
Maryland Association of Midshipmen
Maryland Floor Hockey Club
Maryland Gospel Choir
Maryland Gynkana Troupe
Maryland Honor Guard
Maryland Images
Maryland Leadership Development Team
Maryland Medieval Mercenary Militia
Maryland
Maryland Sailing Association
Maryland Space Futures Association
Maryland Student Legislature
Maryland Tennis Club
Maryland Water Ski Club

Maryland Women's Political Caucus
MARYPIRG
Masters of Business Administration
Medium
Men's Rugby Club
Metanoia
Middle-East Research and Info. Service
Middle East Student Alliance
Minority Computer Science Society
Minority Pre-Professional Psychology Society
Mortar Board National Honor Society
Muslim Students Association
Muslim Women of Maryland

N

NAAACP UMCP
National Association of Accountants
National Association of Black Journalists
Native American Student Union
Natural Resources Management Society
Navigators
New York/New Jersey Club
North Hill Area Council
Northern America Student Center
Not Just Talk Coalition
NSA University Club

O

Okinawan Karate Club
Omega Psi Phi
Omega Sweetheart Club
Omicron Delta Kappa
Order of Omega (Kalegethos)
Organization of Arab Students

P

Pakistani Student Association

Panhellenic Association
Pan-Hellenic Council
PACE/ People Active in Community Effort)
Phi BetaSigma Starlettes
Phi Gamma Delta
Phi Kappa Sigma
Phi Kappa Tau, Beta Omicron
Phi Phi Phi
Phi Sigma Delta
Phi Sigma Kappa
Phi Sigma Pi Honor Society
Phi Sigma Sigma
Philosophy Student Association
Pi Beta Phi
Pi Kappa Alpha
Pi Kappa Phi
Pre-Medical Society
President's Student Advisory Council
Psi Chi National Honor Society in Psychology
Public Relations Student Association of America (PRSSA)

R

Recreation Society
Red Line Booster Club
Reformed University Fellowship
Residence Halls Association
ROTC Cadet Corps

S

SEE Productions
Shades of Harlem
Sigma Alpha Mu
Sigma Delta Pi
Sigma Delta Tau
Sigma Gamma Rho
Sigma Gamma Tau
Sigma Kappa (Beta Zeta Chapter)

Sigma Phi Epsilon

Sigma Pi

Society for Humane Resource

Management/UM Chapter

Society of East-Asian Students

Society of Fire-Prevention Engineers

Society of Hispanic Professional Engineers

Society of Hispanic Students

Society of Iranian Honor Students

Society of Professional Journalists

Society of Women Engineers

Soil and Conservation Society

Spanish Club

Special Olympics (TKE)

Student Alumni Board

Student Government Association

Student Health Advisory Committee

T

Tau Alpha Phi

Tau Beta Pi Honor Society

Tau Beta Sigma

Tau Epsilon Phi

Tau Kappa Epsilon

Terp Lacrosse Club

Terpmasters Toastmasters Club

Terrapin Flying Club

Terrapin Gaming Club

Terrapin Ski Club

Terrapin Trail Club

Terrapin Vision Productions

Thai Students Association

Theta Chi

The Word Among Us Fellowship

Thurgood Marshall Pre-Law Society

Transcendental Meditation

U

Ultimate Frisbee Organization

UM International Fellowship

University of Maryland Water Polo Team

UM Motorcycle Club

Um Racquetball Club

University Bible Fellowship

University Cine' and Video Club

University Commuter Association

University Pro-life Association

University Sports Car Club

University Talent Show Committee

V

Veterans Club

Veterinary Science Club

Vietnamese Student Association

W

WMUC

Women's Center

Women's Softball Club

Wonhwa-do Karate Club

Worcester Hall Council

Y

Young Democrats

Z

Zeta Phi Beta

Zeta Psi

Zeta Tau Alpha

Zoology Undergraduate Student Committee

Greek Life

Greek Life refers to the Greek letter societies which make up the fraternity and sorority system. If you want to enrich your college years you might want to look into the Greek system. The Greek Community is composed of 52 fraternities and sororities which have a combined membership of over 4,000 students. Fraternities are organizations for males and sororities are organizations for females. Sororities and fraternities both are designed to promote scholarship and leadership, foster development of long lasting friendships, and provide service to the community.

Greek Fraternities

- Alpha Gamma Rho 927-9831
7511 Princeton Ave.
- Alpha Phi Alpha 314-8344
1211 L Stamp Student Union
- Alpha Tau Omega 927-9769
4611 College Ave.
- Beta Theta Pi 314-5283
6 Fraternity Row
- Delta Chi Colony 277-1639
7310 Dickinson Lane
- Delta Sigma Phi 927-9770
4300 Knox Road
- Delta Tau Delta 314-0014
3 Fraternity Row
- Delta Upsilon 314-8344
1211L Stamp Student Union
- Kappa Alpha 403-4310
1 Fraternity Row
- Kappa Alpha Psi 454-4952
1211 L Adele H. Stamp Student Union

we have to offer and to be guest for a night of continuous entertainment.

Family Weekend

One of the most exciting and event-packed weekends of this year will be Family & Homecoming Weekend -- October 25-27, 1991. Come watch the Terrapin football team play the Duke Blue Devils, and see the annual Homecoming parade, pep rally, and bonfire! Meet university faculty and staff and learn about academic programs and student services! Enjoy open houses, campus tours, and a meeting of the Parent's Association! The UMCP Community looks forward to seeing you there!!

Homecoming

One of the biggest events of the year is Homecoming, a series of high-spirited competitive events and activities designed to get the entire campus charged up and ready for the Homecoming football game. This year's Homecoming game will be on October 26th against Duke. A student committee plans these events, which traditionally include Olympics, a Banner Contest, Talent Night, Pep Rally and Bonfire, and of course, the popular Homecoming Parade. Recent additions include a major concert and a University-wide philanthropy, a cultural festival and the Homecoming Formal. Thanks to the members of the Black Student Coalition, a number of activities have been added to the traditional Homecoming lineup. Some of these new activities include the Fashion Show, Buffet

Dinner, and Pan-Hellenic Council Step Show. For more information call 314-7179.

The New Student Celebration

Each fall new students are welcomed to the College Park family with a picnic on McKeldin Mall. Come out for balloons, a free picnic lunch, the band, as the Terrapin faculty, staff, administrators, and current UMCP students gather to meet you!

Campus Recreation Services
1104 Reckord Armory
314-7218

Campus Recreation Services, offers a full range of exciting programs and events for UMCP students, faculty and staff.

In Reckord Armory, located behind the Main Administration Building, recreationalists may pursue a variety of sports including basketball, volleyball, walking, and jogging.

The Armory is open Monday-Thursday, 1 p.m.-9 p.m., and Friday, 1 p.m.-2 p.m. for free play during fall and spring semesters. Free play may be pre-empted weeknights from 5-10 p.m. for intramural sport tournaments and on winter afternoons for varsity track practice. Call Rec-Check, 314-5454, for current recreational hours.

Informal Recreation

Facilities are provided for those who prefer unstructured physical activities. A current registration card and a valid student or

faculty/staff picture ID card are needed to use the facilities.

- For Badminton/Handball/Racquetball/Squash & Volleyball Court Reservations and information, call: Monday-Friday 4p.m.-11p.m.
Saturday-Sunday, 10 a.m.-10p.m405-2562
- Basketball/Swimming/Weightlifting hours, call: Rec-Check314-5454
- Chapel, Engineering, North and Fraternity Row Fields: CRS has priority on field use. Reservations needed for all fields. Call Campus Reservations314-8227
- Locker Rooms: PERH Building and Cole Fieldhouse. Preinkert Fieldhouse has women's lockers only.
- Running: Pick up "Running Routes" (free brochure of measured courses) in CRS office, 1104 Armory.
- Tennis:
Indoor (fees via Athletic Dept.)403-4302
Outdoor314-7218

Intramural Sports

Intramural sports are the structured contests, tournaments and meets within the University setting. Only current students, faculty and staff of the University of Maryland at College Park may participate. Activities are organized for men and women competing separately and/or together with varying levels of ability taken into consideration. Intramural sports offer participants individual, dual and team competition in a variety of tournament formats.

Campus Recreation Services offers over 25 different intramural sports during the academic year. For specific information about particular sports, pick up an activity calendar/flyer in the

CRS office along with information on policies, procedures and rules.

Fall Intramural Sports include:

- Badminton (Team)
- Basketball (One-on-One)
- Cross Country
- Flag Football
- Weightlifting
- Basketball(Three-on-Three)
- Golf
- Outdoor Crease Soccer
- Team Table Tennis
- Free Throw Shooting
- Tennis, Singles
- Volleyball
- Racquetball, Singles

Spring Intramural Sports include:

- Full Court Basketball
- Swimming and Diving
- Team Billiards
- Team Horseshoes
- Bowling League
- Team Racquetball
- Indoor Soccer
- Softball
- Track and Field
- Tennis, Team
- Wrestling

Sport Clubs

A sport club is a student organization, registered with Campus Activities and recognized by Campus Recreation Services, that has been formed by individuals motivated by a common interest and desire to participate in a favorite sport. Currently, there are 25 sport clubs:

- Aikido-Karate
- Badminton
- Equestrian
- Bowling
- Ice Hockey
- Lacrosse
- Racquetball
- Okinawan Karate
- Men's Rugby
- Wushu/Kung Fu
- Sailing
- Women's Softball
- Table Tennis
- Trail
- Men's Volleyball
- Water Polo
- Weightlifting
- Wohhwa-Do-Karate
- Gentle East Tae Kwon Do-Kara
- Maryland Shotoran Karate Foundation

For information about sport clubs contact the CRS staff, 1104 Armory or call 314-7218.

Fitness Programs

AEROBICS:

Get more information and purchase an "Aerobic Express" card in the CRS office, TERRAPIN FITNESS CHALLENGE: (a self-directed fitness program) - Sign up in the CRS office, Room 1104 Reckord Armory.

OUTDOOR COURTS and SPORTS

When the sun is out and recreation is on your mind, there are many outdoor courts available on campus. For tennis buffs, the University has 38 courts. Fourteen can be found west of Cole Fieldhouse, eight on Valley Drive, eight east of the PERH building, two east of South Campus Dining Hall and six south of Preinkert Fieldhouse. Only the Preinkert courts are unlighted. Lighted courts are available until 10 p.m. April 1-October 31, weather permitting.

Ten lighted basketball half-courts are located at the South Hill Quad and four in the Leonardtown Complex, two north of Cumberland Hall and two north of the Denton Complex and two north of Hagerstown Hall.

For the country club scene, the University offers a fine 18-hole, par-71, golf course west of Byrd Stadium. The lighted driving range and putting green are closed in the winter, but the course remains open all year. Nominal greens fees are charged, but you can't beat having your own course across the street. For more information call 403-4299.

CRS produces a Calander Handbook of upcoming events each school year. You can

pick-up your free calendar/handbook at the CRS Office in the Reckord Armory Lobby.

NORTH GYM

For sports enthusiasts on campus, the North Gym contains practically every athletic facility one could imagine. This building houses the College of Health and Human Performance. It has 2 gymnasiums, 14 racquetball, handball courts, two squash courts, a gymnastics room, 2 weight training rooms, a matted room for wrestling and judo, and 2 multi-purpose rooms. This is a shared facility between Physical Education and Campus Recreation Services.

Hours available for recreational use of facilities vary. Call "Rec-Check" at 314-5454 for current facility hours or drop by the Armory during recreational hours, access is gained by showing picture ID and current semester UMCP registration cards.

Court reservations for racquetball, handball, squash and half-court basketball are taken for all available recreation hours. Call 405-2562, weekdays between 4:00 p.m. and 11:00 p.m. Some courts are classified as "challenge courts." At selected times, courts are set aside for volleyball play. Call 405-2562 or 314-5454 for details.

SWIMMING POOLS

No matter if you like swimming fifty laps a day, performing swan dives or just floating and soaking, the pools in Cole Fieldhouse and Preinkert Fieldhouse are open virtually year round for recreational purposes. You'll need to show your photo I.D. and current UMCP registration cards. Call Rec-Check, 314-5454 to

receive a 24 hour a day recording of hours for the pools and other facilities.

Spectator Sports

If you enjoy watching first class college athletics, you've come to the right place. The University of Maryland is a member of the highly touted Atlantic Coast Conference and fields varsity teams in football, basketball, baseball, cross country, lacrosse, soccer, swimming, tennis, track, and wrestling. The women's varsity athletics at Maryland include basketball, cross country, field hockey, gymnastics, lacrosse, swimming, tennis, track, and volleyball.

All full-time undergraduates pay an athletic fee which is good for admission to home athletic events. Information and a schedule of ticket pickup dates will be available in the fall at the Athletic Ticket Office in the main lobby of Cole Field House and in the Diamondback. For women's basketball and men's lacrosse, full-time undergraduates will be admitted by showing both their current photo ID and registration cards. See you there!

Ticket Information

Student tickets to football and basketball games are free to registered full-time students. To pick up your ticket, you must check the Diamondback for dates and gate location. Football tickets are distributed on an alphabetical basis. Different times and locations are posted for ticket pickup according to last name. For basketball tickets, go to Cole Fieldhouse on the day that student tickets are

distributed. To buy public tickets, or non-general tickets, call 314-7070 for further information.

SEE Productions 1211G Stamp Student Union 314-8342

SEE Productions is one of the largest student run entertainment promoters in the nation. Since 1971, SEE Productions has brought quality entertainment to the College Park campus in the form of concerts, lectures, and cultural events. This unique organization offers students the opportunity to get involved in the organization, promotion, and production of high quality shows. SEE Productions is the perfect opportunity for motivated people to participate in the fast paced entertainment industry. For more information, you are welcome to drop in anytime at the SEE Productions offices at 1211G Stamp Student Union, or call 314-8342.

S.H.O.W. Students Helping, Orienting, and Welcoming

Don't get lost in the confusion of the first couple weeks at UMCP! Upperclass students are waiting to meet you and introduce you to the campus and campus life. Through the S.H.O.W. program you will be assigned a student who "knows the ropes," and can help you locate classes, buy textbooks, or figure out how to drop and add classes. Your S.H.O.W. "Big brother or sister" will keep in touch with

you throughout the semester, and help you feel comfortable at UMCP. Sign up for S.H.O.W. during orientation, or call the Orientation Office, 314-8217, or the Office of Commuter Affairs, 314-7250, for more information.

The Stamp Union Program Council 0221 Stamp Student Union 314-8495

In support of the mission of the University of Maryland at College Park and the Adele H. Stamp Student Union, The Stamp Union Program Council (SUPC) is responsible for the development and implementation of a variety of programs for the university community. SUPC is an organization of student volunteers which functions within a committee structure to provide a training environment for informal learning. Students develop competencies in areas such as leadership, communications, management, goal setting, program planning, and evaluation. SUPC promotes meaningful co-curricular leisure experiences to meet the needs of a diverse community population while stimulating new interests and understandings. SUPC offices are located in Room 0221 of the Stamp Student Union, just down the hall from the Hoff Theater.

SUPC Committees

Cultural Events

This committee programs activities to involve the diverse student body in a variety of activities to enlighten their cultural awareness. Events range from co-sponsorships with campus

minority groups to novel events such as the Flying Karamazov Brothers to fine arts events such as dance, opera and ballet.

Film

The Film Committee is responsible for the Free Film Series which showcases artistic and classic films outside of the Hoff's regular schedule; The Sneak Preview Series that presents upcoming film releases (for free) to the campus community; The Cinemafest Program which presents special thematic cinema events (e.g., Monty Python, science fiction, animation, etc...). The Film Committee also assists the Hoff Theater with the film selections for the regular theater schedule and the promotion for those films.

Games and Tournaments

The Games and Tournaments committee programs competitive events for the university community. This includes the national caliber University of Maryland College Bowl Team for intercollegiate competition. Other events have included "Name That Tune" and the U.S. College Comedy Competition. The Maryland Classic, a high school "It's Academic"-style tournament is also a popular event.

Glass Onion Concerts

Glass Onion Concerts offers quality concerts at student budget prices. Artists like Al Dimiola, The Call, NRBO, Dizzy Gillespie and many more have played in the past. Glass Onion Concerts offers hands-on experience for members in areas like promotion and marketing of concerts, equipment set-up and concert security. The Atrium Showcase, a subcommittee

of Glass Onion Concerts, features diverse musical entertainment every other Wednesday from 11 a.m.-1 p.m. in the Stamp Student Union Atrium. All concerts are free to lunch-goers. Get involved in Glass Onion Concerts for a unique experience in arts management.

Issues and Answers

This committee provides popular lectures, discussions with campus administrators, as well as lively debates on current issues and international topics. Issues and Answers also sponsors "The Lecture Series" as a part of the SUPC Cultural Carnival. The 1991-92 series remains unset; however, such diverse speakers as Holocaust survivor Marc Berkowitz and South African dissident Dumisani Kumalo have spoken in the past.

Outdoor Recreation

If you are interested in helping plan and lead such activities as skiing, canoeing, white water rafting, horseback riding, rock climbing, backpacking, parachuting, hang gliding, etc...the Outdoor Recreation Committee has a place for you.

Premier Productions

This committee sponsors and organizes campus-wide activities such as the annual Terrapin Trot, 5K road race in the fall, and the Campus Criteron Bicycle Race in the spring. Plans are underway to host a body-building championship. If you enjoy planning large scale recreational events, Premier Productions is your committee.

Visual Arts

This is a relatively new committee which

hopes to bring unique exhibits, photo competitions, demonstrating artisans and print and poster sales to the students of Maryland. The committee also hopes to work with craft and hobby fairs and decorate the Union for holidays and special occasions.

HOW TO JOIN A COMMITTEE.....

Any full or part time undergraduate or graduate student can join a SUPC committee. Simply attend three consecutive meetings of any committee. Call SUPC, 314-8495, for committee meeting times and locations. Membership benefits include discounts to events.

Student Government Association
1211D Stamp Student Union
314-8329

Your Student Government Association is a body of elected students who serve as an umbrella organization for all student groups at UMCP. The four executive offices, President, 1st Vice President, 2nd Vice President and Treasurer are elected. The Cabinet and Governance Board are chosen by the President. The SGA legislature is elected by the student populace.

The Student Government is responsible for voicing student interests and rights before the campus administrators, the Board of Regents, and the State Legislature. The Student Government is also responsible for allocating your student activity fee to recognized student groups, and providing student services. These services include: SEE Productions, Student Legal Aid, a Typing Center, Computer Center,

and a Finals Relief Center every semester. SGA also provides the S.T.A.R. Center (Student Tutorial and Referral Center), a place where you can get copies of old tests and current semester syllabus of professors.

Theaters

Hoff Theater

The Hoff Theater, located in the Stamp Student Union, is the place to go for inexpensive, first-rate movies. Hoff brings contemporary favorites and blockbuster, American, foreign and cult classics, and frequent "sneak previews". The Hoff features Dolby sound, 714 seats and a large screen. Films are shown: Tuesday-Sunday at 7:15 pm and 9:45 pm, with 5:00 pm matinees Wednesday and Sunday. Late-niters can catch a special Midnight Movie every Friday and Saturday. Ticket prices are: \$2.00 for students, \$3.00 for general public. Wednesday and Sunday matinees are \$1. Monthly film calendar listings movie titles and dates are available in 0221 Adele H. Stamp Student Union or call 314-HOFF.

Tawes Theatre

For a relaxing break from the grind of studies, a bit of entertainment might be just the right thing. University Theatre offers a variety

of major shows in Tawes Theatre and the Pugliese Theatre each year. There are also student productions in the nearby Experimental Theatre with a diverse selection of shows.

For those afflicted with the acting bug, all auditions for Tawes, Pugliese, and "E.T." are open to all students and are announced on campus bulletin boards. If you'd rather watch,



modestly-priced student tickets (and greatly discounted student subscriptions) are available at the Tawes Theatre Box Office. For information, call 405-2201 (voice and TDD).

Ticket Center 0104 Stamp Student Union 314-TKTS

Tickets for on-campus, University sponsored events may be purchased at the Ticket Office, located on the ground floor of the Stamp Student Union. Also available are advance sales for off-campus events, as well as registration for the Arts & Leisure Mini-Courses.

You may also purchase tickets through the Ticketron Outlet, also located in the Ticket Office.

WMUC-AM65 and FM88

The University of Maryland has two student operated, managed, and maintained radio stations, as well as one of the largest record libraries in the area.

WMUC-AM65 gives the students of College Park the very best in today's contemporary music through a combination of the old and the new.

WMUC-FM88 can be heard within a 20-mile radius of the University and brings a unique blend of all the musical styles, as well as comedy, relevant news, and interviews with touring artists and local band members.

Local Attractions

Annapolis

The capital city of Maryland is beautiful, historic Annapolis. Located on the water, less than one-hour from campus, the downtown docks are a perfect setting for a sunny afternoon shopping spree, sightseeing or for a moonlit walk along the water. While there, visit the State House, the Maritime Museum, the Naval Academy, a variety of historic inns or take a sailing lesson. For easy access, take the Beltway South (toward Richmond) to exit 19 (Route 50 East/John Hanson Highway) and follow the signs to the "historic downtown" exit. For more information, contact the Annapolis Office of Tourism.

Baltimore

Inner Harbor

One of the great ports of the world, Baltimore has undergone a recent and remarkable renaissance. Baltimore's inner harbor now glistens with new office towers, quaint shops, and ethnic restaurants representing its many colorful neighborhoods. James Rouse Harbor Place Mall and the new National Aquarium anchor the Inner Harbor and have transformed it into a cultural magnet that each year attracts thousands of tourists.

Baltimore Orioles

Also located downtown is the historical Memorial Stadium where you can see the famous Baltimore Orioles. For ticket information and game schedule contact: The Ticket Office in the Stamp Union Basement Phone : 314-TKTS.

Preakness Stakes

One of the three triple crown races in horse racing, the Preakness Stakes, is held each spring in Baltimore. For more information contact the Baltimore Office of Promotion and Tourism at (301) 837-4636.

Washington, D.C.

Downtown Washington D.C. boasts many of the nation's most famous historical buildings, monuments and documents. Some of these include: the Lincoln Memorial, the Washington Monument, the Vietnam Memorial, Arlington National Cemetery (across the Potomac River in Arlington, Virginia), the Capitol Building, the Whitehouse, and several great museums including the Smithsonian, Museum of Science and Industry, National Gallery of Art, the Library of Congress and much more!!! Because the University campus is located only nine miles from downtown, Washington is easily accessible. The easiest mode of transportation to and from downtown is the Metrorail system. Schedules and rates for the Metrorbus and Metrorail Systems are available at the Stamp Union Information Desk or the Office of Commuter Affairs..

Restaurants

Washington is famous for both its fantastic restaurants and its wide variety of nightspots. Perhaps the greatest concentration of excellent restaurants, bars, and shops is in Georgetown. The heart of Georgetown is located on Wisconsin and M Streets downtown. Georgetown is largely a walking experience, with thousands of people on a sunny afternoon or on a clear Friday night wandering from place to place. Unlike the rest of Washington, it is easiest to drive into Georgetown and park as near as possible to the corner of Wisconsin and M Streets.

There are many other areas that offer quality establishments that serve a variety of food and refreshments. Connecticut Avenue north and south of Dupont Circle (a Metro Rail station) is famous for its sandwich shops, movie theaters and restaurants. Another excellent area is on Pennsylvania Avenue north of the Capitol-south Metro stop. This area, fondly called "Capitol Hill", has many ethnic restaurants where the executive crowd from Washington hang out.

Employment Opportunities

Having It All

So, you need to work while going to school? And you'd like to get involved on campus? And you'd like your life to be as uncomplicated as possible? Then, working on campus may be for you.

Thousands of students have already discovered the benefits of working on campus. Your work schedule fits neatly around your class schedule. You can use down times in your schedule--those blocks of time between classes--to work. You avoid the work-related commuting time. That way you have extra hours in the day to study, to spend time with your friends, or to get involved in some of the many things going on around campus. Campus employers understand that you're a student as well as an employee; so while they expect you to be reliable (as any employer would), they also may be flexible about accommodating the schedule changes you may need to make during such high-pressure times as final exams.

Jobs are also a great way to get involved on campus. When you spend your work hours on campus, you naturally hear about what's happening on campus. You may learn about the sneak preview in the Hoff Theater, an opportunity to participate in faculty research, the new play at Tawes, an opening on a campus advisory committee, or an interesting club you'd like to join.

You also make great contacts when you work on campus. The people you work with and for are faculty and staff members. Often, they can

answer your questions about University policies and campus resources.

You do not need to be eligible for financial aid to get a job on campus. Many jobs are open to any interested student.

How about pay? Some mistakenly think that salaries for jobs on campus are all at minimum wage. In fact, the pay varies based on the responsibility of the job. Keep in mind, in addition to the wage, you save on commuting costs when you work on campus.

You might be surprised to learn about the variety of on-campus jobs available to students. You can get a job working with computers, officiating at intramural games, managing a bus service, or designing graphics to name just a few possibilities.

Deborah J. Taub

Office of Commuter Affairs

Finding A Job

Job Referral Service

3120 Hornbake Library
314-8324

The JOB REFERRAL SERVICE, an extension of the Office of Student Financial Aid, can assist you in locating part-time, temporary, and summer employment both on and off campus. Any student who is currently registered for classes at College Park or University College may use the service. Proof of registration is required to view the employment books. Students need not make an appointment to look

at the employment books. However, at the beginning of the semester when many students are in need of jobs, it is necessary to place a time limit on viewing the books. Employment advising is available by appointment or on a walk-in basis to assist students in their job search. Listed below are several campus offices who employ students on a regular basis.

The Annual Fund 0102 Annapolis Hall 405-4642

The Annual Fund has positions available for student callers to contact University alumni and parents. A minimum of two nights work per week is required Sunday through Thursday from 6:00pm-9:30pm. Wages are based on a fixed hourly wage plus bonuses depending on the position.

The University Book Center Stamp Student Union Basement 314-7844

The University Book Center hires students and accepts applications year-round. Those interested should fill out an application at the Book Center Service Desk after their class schedules have been arranged. Positions are generally available in: receiving, stocking, cashiering and maintenance. Flexible work schedules can be provided.

Career Development Center

3121 Hornbake Library

314-7225

Job books are available which list vacancy announcements for full-time permanent openings and part-time professional positions. Directories of potential employers for the Washington metropolitan area are also available at the Career Development Center.

Departmental Offices

There are over 125 departmental offices which often hire students to work on their staffs. The jobs available most often are clerical, research and labor positions. Experience with office equipment and typing are assets in getting one of these openings. Majors are given priority; so, it would be best to first look in your department. If they don't need help don't be discouraged. Drop in on the other departments, because someone, somewhere always needs good help.

Department of Dining Services

1144 South Campus Dining Hall

314-8051

Approximately three hundred positions for waiters, waitresses, and busingpersons in campus restaurants, as well as dining hall positions are available each semester with the Department of Dining Services. Applicants should be registered for a minimum of nine credit hours. Interested students can apply at any dining hall or at the

South Campus Dining Hall provided they know their class schedule for the upcoming semester, or they can contact the dining hall managers for more information.

Engineering Jobs Hotline

1131 Engineering Building

314-9289

For a taped, bi-weekly update of part-time engineering jobs, both on and off-campus, call the Engineering Jobs Hotline at 314-9289. Gain experience in your engineering field through employment with UMCP departments, local engineering firms, or contractors. After hearing our tape, stop by the Job Referral Service at 3120 Hornbake Library or the Cooperative Education Office in the College of Engineering at 1137 Engineering Classroom Building for more information.

Faculty

Have you ever thought of approaching a faculty member for job referrals? Faculty members can be valuable resources in job referrals for two reasons. First, they maintain contacts with colleagues in the area who work with the government or private businesses and are in the position to hire. Second, their job leads often involve positions directly related to professional interests. You may be pleasantly surprised how interested the faculty are in helping students find pre-professional employment.

Campus Police

4302 Knox Road

405-5750

Approximately forty to fifty people are hired each semester by the Campus Police Department. Several positions are available for student police aides whose duties entail patrolling campus buildings, directing traffic at special events, library security, and driving. In order to apply, he/she must be a registered student at the University of Maryland and/or University College. Salary starts at \$5.00 per hour with an increase after attending a 4 credit police aide academy. Working with the Campus Police is good experience for criminology or criminal justice majors. All interested students, regardless of your major, are invited and encouraged to apply.

Campus Recreation Services

Reckord Armory Lobby

314-7218

A variety of positions are available each semester at Campus Recreation Services. These positions include aerobic dance instructors (experience and lots of energy required), sports officials, and facility monitors. Campus Recreation Services is also looking for flexible tournament coordinators and certified lifeguards. Training is offered at no cost. Persons applying must be registered University of Maryland students. Salary depends on experience and positions.

Library Personnel Office
2129 McKeldin Library
405-9245

All libraries hire student employees. Applications should be completed at the Library Personnel Office (2nd floor McKeldin Library) for positions in any of the UMCP campus libraries. Positions are available for work throughout the year.

Orientation Office
1195 Stamp Student Union
314-8217

The Orientation Office hires staff who primarily work during the summer orientation program as peer advisors. Applications are available early in the Fall semester. Throughout the year, students are employed to help process orientation applications. Stop by the Orientation Office for details and applications.

Physical Plant
2310 Service Building
454-6767

Positions available with the Physical Plant department include general maintenance, grounds-keeping, and clerical work. Familiarity with the campus is essential. Salary is based upon a student wage scale and may increase depending on what kind of job the student is holding and how many semesters the student has held the position.

Resident Life Student Employment Center
0117 Cumberland Hall
314-5111

The Student Employment Center is a placement service which handles all resident life and facilities positions (i.e. desk receptionist, administrative staff, Resident Assistants, security staff, building and grounds maintenance, etc.). Job descriptions and applications are available Monday through Friday, 8:30-4:30, at Cumberland Hall. The service is geared toward undergraduate students. Salary is based upon a student wage scale and may increase depending upon the type of position held.

***Resident Assistants receive remission for room and board.**



Shuttle UM
013 Greenhouse Road Lot 7
314-2255

Shuttle-UM, one of the oldest student operated university bus systems in the U.S., employs about 100 UMCP students.

Applications are accepted all year long and hiring takes place at the end of the Spring and Fall semesters. Complete bus driver training is provided. Drivers begin at \$5.25 per hour and are eligible for raises every semester. All Shuttle student employees work as drivers and many become dispatchers, maintenance assistants, support staff, and managers. Employees have also earned college credit by doing independent research on transportation topics.

Adele H. Stamp Student Union
2102 Adele H. Stamp Student Union
314-8509

Job opportunities at the Stamp Union include office and clerical work, maintenance, sales, audio-visual technicians, and building supervisors. Students must be registered full-time for the upcoming semester. Those interested should pick up an application in 2102 Stamp Student Union after their class schedules have been arranged. Students are also encouraged to contact the manager of the individual department in which they are interested.

WMUC AM65 and FM88
3130 South Campus Dining Hall

Opportunities exist for all students in newswriting, anchoring, play-by-play sports coverage, engineering productions, on-air D.J. broadcast experience, sales, and public relations. For more information, call 314-7869.

Community Standards

The Code of Student Conduct

Rationale

The primary purpose of the imposition of discipline in the University setting is to protect the campus community. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of University regulations.

Prohibited Conduct

The following misconduct is subject to disciplinary action:

- Intentionally or recklessly causing physical harm to any person on University premises or at University sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized use, possession or storage of any weapon on University premises or at University sponsored activities.
- Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency on University premises or at University sponsored activities.
- Any act or omission committed on or off-campus that constitutes a serious criminal offense, a serious criminal offense is hereby defined as being an action which is a felony under Maryland law and which indicates that the student constitutes a substantial and continuing danger to the safety or property of the University or members of the campus community.
- Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
- Intentionally or recklessly misusing or damaging fire safety equipment.
- Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on University premises or at University sponsored activities.

- Intentionally furnishing false information to the University.
- Forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.
- Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored events.
- Theft of property or of services on University premises or at University sponsored activities; knowing possession of stolen property on University premises or at University sponsored activities.
- Intentionally or recklessly destroying or damaging the property of others on University premises or at University sponsored activities.
- Engaging in disorderly or disruptive conduct on University premises or at University-sponsored activities which interferes with the activities of others, including studying, teaching, research, and University administration.
- Failure to comply with the directions of University officials, including campus police officers, acting in performance of their duties.
- Violation of published University regulations or policies, as approved and compiled by the Vice President for Student Affairs. Such regulations or policies may include the residence hall contract, as well as those regulations relating to entry and use of University facilities, sales or consumption of alcoholic beverages, use of vehicles and amplifying equipment, campus demonstrations, and misuse of identification cards.
- Use or possession of any illegal drug on University premises or at University sponsored activities.
- Unauthorized use or possession of fireworks on University premises.

Sanctions

Sanctions for violations of disciplinary regulations consist of:

- | | |
|----------------------------|----------------------------|
| (a) EXPULSION | (d) DISCIPLINARY REPRIMAND |
| (b) SUSPENSION | (e) RESTITUTION |
| (c) DISCIPLINARY PROBATION | (f) OTHER SANCTIONS |

For further information regarding the Code of Student Conduct, contact the Office of Judicial Programs, 2112 Mitchell Building, 314-8204.

The Code of Academic Integrity

The university is an academic community, and like all other communities, it can function properly if its members adhere to clearly established goals and values. Essential is the commitment to the principles of truth and academic honesty. The Code of Academic Integrity is designed to ensure that these principles are upheld. The following is an overview of its main components:

- **Definitions.** Any of the following acts, when committed by a student, constitutes academic dishonesty:
 - (a) **CHEATING:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - (b) **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - (c) **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another violate any provision of this Code.
 - (d) **PLAGIARISM:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
- **Responsibility.** All members of the University community share responsibility and authority to challenge and make known the acts of apparent academic dishonesty.
- **Procedures.** Any member of the University community who has witnessed an apparent act of academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the student Honor Council. Members of the Honor Council investigate the matter. If they find reasonable cause to believe that an act of academic dishonesty has occurred or has been attempted, the matter is resolved in an honor review. The review is conducted by an Honor Board consisting of three students, two faculty members, and a non-voting presiding officer, who may be a student. The honor review is an investigation not in the character of a criminal or civil proceeding; it is not modeled on these adversarial systems. The

Honor Board actively investigates the charge and questions participants. Students must assume responsibility for their defense; the role of advisors is limited to making opening and closing statements and giving advice. If the student is found to have committed academic dishonesty, the Honor Board recommends a penalty to the dean of the college in which the offense took place.

- **Grade of "XF."** The grade of "XF" will normally be imposed in cases of academic dishonesty, in addition to other action taken (e.g., suspension or expulsion). It is intended to denote a failure to exhibit the fundamental value of academic honesty, and shall be recorded on the transcript with the notation, "failure due to academic dishonesty." The student may petition the Honor Council to remove the grade of "XF" and replace it with the grade of "F" provided that: (1) at least 12 months have passed since the imposition of the "XF", (2) the student has successfully completed a non-credit seminar on academic integrity, and (3) the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at the University of Maryland or another institution. Generally, the grade of "XF" will not be removed if awarded for an act requiring significant premeditation. No student with an "XF" on the student's transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold office in any student organization which is allowed to use University funds.

For further information regarding the Code of Academic Integrity, contact the Honor Council, 3142 South Campus Dining Hall, 314-8450.

Declaration of Student Rights

Consistent with properly adopted and disseminated policies and procedures and with applicable law, and in consideration of the students' joining together in this community, the university and its representatives seek to ensure the following rights for all students. These rights carry with them duties and responsibilities. To protect and preserve the rights of others in the university community, they are therefore subject to those restrictions defined by law or necessary for the enforcement of university policies and procedures, and of agreements entered into freely.

Expression and Inquiry

Every student has the right to freedom of opinion and expression on all subjects and is individually responsible for the consequences of any abuse of these freedoms. No student shall be prevented from exercising his or her right of self-expression or inquiry because of the content or topic of the expression or inquiry.

These rights include the freedom to hold opinions without interference, to seek, receive and impart information and ideas of all kinds orally, in writing, in print, in the form of art, or through any chosen medium.

Participation, Association, and Assembly

Every student has the right to participate freely in the intellectual, cultural, and political life of the university community, to enjoy the fellowship of his or her colleagues, and to assemble peaceably and associate.

Thought, Conscience, and Religion

Every student has the right to freedom of thought, conscience, and religion.

This right includes the freedom to manifest one's religion or belief in discussion, practice, worship and observance, either alone or in community with others. No student shall be harassed or molested on account of his or her religious persuasion, profession, or practice, but may not under color of religion disrupt the order or safety of the campus community or infringe upon others' civil or religious rights. No student may be compelled to attend or prohibited from attending any religious service or observance.

Privacy, Autonomy, Personal and Intellectual

All students have the right to be secure in their persons, dwellings, papers, communications, and effects. No student shall be subjected to interference with his or her privacy in the family, in the home, in the autonomy of choice in consensual intimate relations, or in any private matter relevant to the personal identity and well-being of the individual. Every student has the right to protection of the moral and material interests resulting from any scientific, literary, or artistic production of which he or she is the author. No student shall be denied the right to

take all reasonable and proportionate measures to protect his or her person.

Discipline and Due Process

In all disciplinary proceedings, students shall have the right to be informed of the accusation, to receive promptly a copy of the complaint, and to have access to relevant material to be introduced in order to guarantee the ability to prepare a defense. They shall have the right to be assisted by an advisor who may be an attorney, to have access to procedures for securing the appearance of reluctant as well as friendly witnesses in disciplinary hearings, and to receive a timely and impartial proceeding. No student may be compelled to testify against himself or herself, although a negative inference may be drawn from any person's failure to respond to relevant questions in a judicial proceeding.

Equality of Rights and Equal Protection

Equality of rights and equal protection under the rules and regulations of the University shall not be abridged or denied because of race, color, creed, sex, marital status, personal appearance, age, national origin, political affiliation, physical or mental handicap, relationships, citizenship or alienage, sexual orientation, other personal beliefs and associations, or on the basis of exercise of rights secured by the First Amendment of the United States Constitution.

Other Rights

This enumeration of rights shall not be considered so as to deny or disparage other rights held by students.

Policy On Amplifying Equipment

(As adopted by University Senate, June 2, 1970)

1. Public address systems, loudspeakers, and other forms of sound amplifying equipment may be used in any of the following outdoor areas of the campus:
 - (a) Physical education and intramural field between University Boulevard and parking area 1.

- (b) North Mall between Campus Drive and Washington-Baltimore Boulevard.
- (c) South Mall between Regents Drive and Washington-Baltimore Boulevard.

- (d) Athletic practice fields east of Byrd Stadium.

2. The use of public address systems, loudspeakers and other forms of sound amplifying equipment must be restricted in the Central Mall area between 8 a.m. and 6 p.m. on class days in order to minimize the likelihood of disturbing classes and other academic activities. However, such equipment may be used in the Central Mall during these hours if the procedures outlined below are followed. All equipment used in the Central Mall must be secured through the Office of the Director of the Physical Plant or through the S.G.A. Office.

- (a) Public address systems, loudspeakers and other forms of sound amplifying equipment (except in "b" below), must be secured from the Office of the Director of Physical Plant, South Administration Building, by requesting such equipment in writing at least 12 hours in advance. Any University student or organization which fulfills the following requirements will be permitted to use the amplifying equipment.

- (1) An individual must be currently enrolled as a student, part-time or full-time, at the University or currently employed by the University.

- (2) Any organization or activity must have been recognized by the SGA Legislature and must at the time of the request have official recognition as a University organization or activity.

- (b) Bullhorns will be available upon surrender of the I.D. card, in the SGA Office and in the Office of the Director of the Physical Plant. Bullhorns secured in this manner may be used on the The Central Mall without prior permission. Any individual may use only one bullhorn at a time.

- 3. Public address systems, loudspeakers and other forms of sound amplifying equipment may be used in outdoor areas of the campus other than those listed above (sections 1 and 2) by securing approval in writing at least 5 days in advance from the Facilities Use Committee by application to the Office of the Director of the Physical Plant. Approval will be granted for use of amplifying equipment in these areas only if there is a high probability that the planned activity will not disrupt or

disturb other University activities or if the area has not been previously reserved. Permission will be granted to use amplifying equipment in the vicinity of residence halls only upon specific written request of the student government of the residence halls affected.

- 4. Individual students or organizational representatives using amplifying equipment must accept responsibility for any complaints or disturbances or disruption received from persons in University academic and or residence buildings.

Policy On Demonstrations

(As adopted by the University Senate, June 2, 1970)

I. General Statement

- a. The University of Maryland cherishes the right of individual students or student groups to dissent and to demonstrate, provided such demonstrations do not disrupt normal campus activities, or in-fringe upon the rights of others.
- b. On the other hand, the University will not condone behavior which violates the freedom of speech, choice, assembly, or movement of other individuals or groups. In short, responsible dissent carries with it a sensitivity for the civil rights of others.

- c. Accordingly, the University will take whatever steps it deems necessary to:

- (1) protect the right of any individual or group to demonstrate and publicly proclaim any view, however unpopular;
- (2) protect the freedom of speech, assembly and movement of any individual or group which is the object of demonstrations.

To achieve the foregoing objectives the following guidelines have been developed for operation at College Park:

II. Guidelines For General Demonstrations

- a. Unscheduled demonstrations, "teach-ins," rallies, or equivalent activities may be held by recognized university organizations and activities, full or part-time students, and current employees of the University in the areas defined below provided that the activity does not interfere with any function for which that space has been reserved in advance.

1. The Central Mall

2. Physical education and intramural field between University Boulevard and parking area 1.
3. Athletic practice fields east of Byrd Stadium.
4. North Mall between Campus Drive and Washington-Baltimore Boulevard.
5. South Mall between Regents Drive and Washington-Baltimore Boulevard.

All activities in these areas must be conducted so as to avoid interference with the regularly scheduled functions of the library and or classrooms adjacent to the area and in compliance with the provisions contained in Ilg. 1-8.

Failure to reserve space will not invalidate the privilege of conducting the appropriate activity. However, in the event of two or more groups desiring to use a given space, an approved space reservation will take precedence over an unscheduled activity. If two or more groups desire a space when no reservation has been made, the first come, first served principle will apply.

- b. Recognized University organizations and activities, full or part-time students, and current employees of the University who wish to schedule a demonstration, "teach-in," rally, or equivalent activity, may request the space through the facilities reservation procedure up to 24 hours in advance. Demonstrations will be permitted in the locations outlined in IIa above, unless the space has previously been reserved or is in use for academic activities or intercollegiate athletic team practices. Demonstrations may be held at other locations on the campus subject to approval by the Vice President for Student Affairs. Students who participate in demonstrations which have not been approved may be considered in violation of University policy. (Except as provided in IIa, above.)

- c. Demonstrations, rallies, or "teach-ins" may be conducted in or adjacent to any residential building with the specific written concurrence of the student government of the unit or area concerned. Any such rallies, demonstrations or "teach-ins" which may be

authorized by the appropriate student government must conform to the general procedures contained in Ilg. 1-8.

- d. Demonstrations in the form of parades on streets may be conducted with the specific approval of route and time secured 48 hours in advance from the University Public Safety and Security Office.
- e. Although groups may sponsor or organize demonstrations, rallies, "teach-ins", or picketing activities, the fact of group sponsorship or organization in no way relieves individuals of the responsibility for their own conduct, and each individual participating in such activities is accountable for compliance with the provisions of this policy.
- f. Persons not members of the University student body, faculty or staff may participate in demonstrations, rallies, picketing, "teach-ins", or equivalent activities only upon invitation by a bona fide student, faculty or staff member. All non-students are obligated to the terms of this policy during participation in such activities. Since persons not student, faculty or staff members are not subject to University discipline procedures, failure to comply with terms of this policy may result in action under terms of appropriate Maryland law.
- g. In addition to the above provisions, the following guidelines will apply to all demonstrations.

1. Reasonable access to and exit from any office or building must be maintained. The right-of-way on public streets and sidewalks will be maintained.
2. Demonstrators will not attempt to force the cancellation or interruption of any event sponsored by a University office or by a faculty or student group or by any group authorized to use University facilities.
3. Classes or other educational activities in classroom buildings and the library will not be disrupted.
4. The use of public address systems, loudspeakers, etc., in the vicinity of academic and residence buildings will follow procedures set forth above.
5. Demonstrations may be carried on inside of the University buildings only as provided in Sections IIc and 4 or with approval of the Facilities Use Committee as outlined in the University General and Academic Regulations.
6. Where an invited speaker is the object of protest, students and faculty may demonstrate outside the building where the lecture

6. Where an invited speaker is the object of protest, students and faculty may demonstrate outside the building where the lecture will take place. Demonstrators who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Signs, placards or other paraphernalia associated with a demonstration will not be carried into the building.
7. University property must be protected at all times.
8. The safety and well-being of members of the University community collectively and individually must be protected at all times.
- h. Complaints received from users of the Library or classrooms adjacent to the defined areas (IIa.) will be grounds for disciplinary action against individuals and/or groups sponsoring or participating in rallies, "teach-ins" or demonstrations in these areas.

III. Guidelines For Demonstrations In Connection With Placement Programs

- a. Anyone wishing to question or protest the on-campus presence of any recruiting organization should contact the Director of the Career Development Center or his/her representative in advance.
- b. Should any member of the University Community wish to discuss or protest the internal policies of any recruiting organization, the Director of the Career Development Center must be contacted for assistance in communicating directly with the appropriate representatives of said organization.
- c. Demonstration guidelines outlined in Section IIg, 1-8 are applicable.
- d. Demonstrations in conjunction with placement programs conducted in the Career Development Center's facility or other facility shall be considered not to infringe upon the rights of others and the normal functioning of placement programs provided that demonstrations are conducted outside of the facility and do not interfere with free and open access to the Career Development Center facilities by those students, faculty, staff, and visitors who wish to conduct business within the framework of established placement programs.

IV. Special Guidelines Pertaining to the Stamp Union

- a. No demonstrations, rallies, "teach-ins" or equivalent activities may be

held in the lobbies or corridors of the Stamp Union.

- b. Demonstrations may be held in assigned rooms of the Stamp Union by recognized student organizations following procedures for reserving space which have been outlined by the Stamp Union Board.

V. Guidelines For Picketing

- a. Legal Rights and Limitations. Orderly picketing is a legally established form of expression which recognizes the individual's right of free expression subject only to such reasonable limitations as are imposed by State legislation and University regulations. These limitations are intended to protect the rights of the picketer, the student body and the public with particular concern for safety, preservation of normal academic life and order, and the protection of persons and property.
- b. Conduct of Picketers.
 1. Picketers are subject to those regulations listed above in Section II, g, 1-8.
 2. Picketers will not disrupt any University activity by making excessive noise in the vicinity of any University building.
 3. The University Health Service is off-limits to picketers because special silence and other welfare safety factors are involved.

Alcoholic Beverage Policy and Procedures

Information contained in this section subject to change pending legislation.

Policy

Regulations forbid unauthorized possession, use or distribution of alcoholic beverages on or in University property. University policy is consistent with State and County laws and restricts on-Campus use of alcoholic beverages in specified areas.

Policies Specific to an Event:

1. Alcoholic beverages may not be possessed, consumed or distributed on the campus except where written approval has been obtained for the event.
2. The event must be sponsored by a recognized alumni, faculty staff, or student group, and be duly registered with the appropriate space reservation office.

3. All applicable State, County, and local alcoholic beverage and tax laws must be accommodated. Sponsors and or alcoholic event managers shall exercise due caution to ensure the following:

- a. No person under the legal age for drinking shall be sold or served alcoholic beverages.
 - b. All sales of alcoholic beverages must cease promptly at 2:00 a.m.
 - c. Maintenance of reasonable order and decorum with special concern for the avoidance of becoming a nuisance to non-participants, including both on and off-campus communities.
 - d. Alcoholic beverages may not be sold or furnished to any person who, at the time of the sale or exchange, is visibly under the influence of alcohol.
4. When alcoholic beverages are to be sold or are obtained from a distributor, a license is required and specific written approval for the event must be obtained from the Office of Campus Activities. The Office of Campus Activities may in some instances require approval from the Concessions Committee.
5. Appropriate planning and implementation for the event involving the sale of alcoholic beverages includes: The securing of a license from the Board of License Commissioners, in Hyattsville, at least five days before an event. An approved Space Reservation form must accompany the request for the license. Acquisition of a license will legally place on the person signing the license application, the responsibility for adherence to all of the provisions of applicable laws during the event.

Exceptions to this Policy

Private functions not involving the sale of alcoholic beverages; and functions sponsored by non-campus groups contracting with the campus self-support agencies for facilities and services are specific exceptions from these procedures. Permission to serve alcoholic beverages must be obtained from the person or the department responsible for the operation of the facility.

Violations

Failure to comply with the University policy or State and County alcoholic beverage laws may result in judicial action and restriction on

further use of University facilities. Violations of State and County laws will be reported to the appropriate civil authorities.

Smoking Policy

I. Background

- A. Significant percentage of faculty, staff and students do not smoke.
- B. Smoke is offensive to many non-smokers.
- C. Smoke is harmful and even debilitating to some individuals due to their physical condition.
- D. There is evidence that suggests that there is at least a reasonable prospect that passive smoke inhalation is harmful to non-smokers.

II. Policy

In response to the above considerations, it is hereby established as the policy of the College Park Campus to achieve a public environment as close to smoke-free as practically possible. Obtaining and maintaining this result will require the willingness, understanding, and patience of all members of the Campus community working together.

III. Guidelines

The following guidelines shall serve to implement the Campus Smoking Policy:

- A. Smoking is prohibited in indoor locations where smokers and non-smokers occupy the same area. Such areas include:
 1. Academic areas: classrooms, lecture halls, seminar rooms, laboratories, libraries, computing facilities.
 2. Conference rooms, auditoria, exhibition areas, indoor athletic facilities, theaters, pavilions, and retail stores.
 3. Health facilities.
 4. Common public areas (shared spaces not fully enclosed by floor to ceiling partitions and doors) including: stairwells, elevators, escalators, lobbies, hallways, waiting rooms, reception areas, restrooms, and customer service areas.
5. Any area in which a fire or safety hazard exists.
- B. Unit heads, or their designees, may establish the following locations as "Smoking Permitted Areas":

1. Up to one-third of dining, large lounge and other large open spaces, as long as ventilation is adequate. Smoking of cigars and pipes, however, is prohibited.
2. Rooms that have closed doors and floor-to-ceiling partitions as long as ventilation is adequate and non-smokers in adjacent areas are not exposed to second hand or sidestream smoke.
3. The Director of the Stamp Union may, at his/her discretion, allow groups and organizations with permanent offices in the Union to determine the smoking policy in those offices. Such individual policies must adhere to the restrictions set forth in Section III, 2 of this policy.
4. The Director of the Stamp Union may, at his/her discretion, allow cigarette smoking by groups making use of the Grand Ballroom, the Colony Ballroom, the Atrium, and other rooms in the Union if he/she determines that it is appropriate to the nature of the event scheduled.
- C. As a general rule, preferential consideration shall be given to non-smokers whenever it is clear that they are being exposed involuntarily to smoke.

IV. Implementation

Unit heads, or their designees, are responsible for:

- A. Assuring that this policy is communicated to everyone within their jurisdiction and to all new members of the Campus community.
- B. Approving and designating Smoking Permitted Areas. (It is desirable but may not be possible to identify suitable smoking spaces in all buildings.)
- C. Implementing the policy and guidelines and assuring that appropriate notice is provided. Developing guidelines to embrace all the special circumstances in the campus is impossible. If unit heads find circumstances in their areas that they believe warrant exception from particular provisions in this Smoking Policy and Guidelines, they may address requests for specific local exceptions to the President or his/her designee.

V. Compliance

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the campus community to observe this Smoking Policy and Guidelines and to direct those who choose to smoke to designated Smoking

Permitted areas. Complaints or concerns regarding this policy or disputes regarding its implementation should be referred to the immediate supervisor for resolution. If a resolution cannot be reached, the matter will be referred by the supervisor to the appropriate Department Head or Vice President for mediation.

VI. Other Policies

This Smoking Policy does not supercede more restrictive policies which may be in force in compliance with federal, state, or local laws and ordinances, but shall be in addition thereto.

VII. Review

The provisions and Guidelines attached to this Smoking Policy shall be subject to future review and revision to ensure that its objective is obtained. Special attention shall be given to determining if voluntary compliance without disciplinary sanctions has proven satisfactory.

VIII. Effective Date

This Smoking Policy shall be effective Spring Semester, 1986.

Other University Policies

NOTE: Descriptions of these policies are for general information only. Please refer to specific texts for official language. Modifications may be or other policies may be added throughout the year. Absence of any policy from this notice in no way lessens its force or restricts its range for application. For example, policies adopted by the various colleges or other administrative units are not included. Please contact the Office of Judicial Programs for additional information.

Examination Rules

Set general standards for student conduct during examinations. They are applicable to all examinations given at the College Park campus unless contrary instructions are provided by the faculty member administering the examination. (Printed on all University examination books.)

Policy on Demonstrations

Establishes guidelines for demonstrations and picketing. Stipulate that the University will take steps necessary both to protect the rights of individuals or groups to demonstrate and to protect the freedom of speech, assembly,

and movement of any individual or group. (Adopted by the University Senate, June 2, 1970. Reprinted in full in this handbook.)

Policy on Amplifying Equipment

Restricts the hours and locations of use of certain forms of sound amplifying equipment, provides a procedure for the authorization of otherwise restricted uses of sound amplifying equipment, and locates responsibility for complaints with those using the equipment. (Adopted by the University Senate, June 2, 1970. Reprinted in full in this handbook.)

Policy Pertaining to Public Displays

Defines standards for permissible displays-- objects or structures not designed to be continuously carried or held by a demonstrator or picketer--so as simultaneously to protect freedom of expression and to prevent unreasonable threats to the health, security, safety, or mission of the campus. (Approved by the President, March 29, 1989. For more information, contact the Office of the Vice President for Student Affairs.)

Alcoholic Beverage Policy and Procedure

Forbids unauthorized possession, use, or distribution of alcoholic beverages on University property. Certain exceptions are specified. (Information subject to change pending legislation. Originally approved by the Board of Regents, September 26, 1969. Legal drinking age in the State of Maryland is 21 years. Reprinted in full in this handbook.)

Smoking Policy

Establishes the College Park Campus policy to be achieving a public environment as close to smoke-free as possible. Contains guidelines for implementation, compliance, and review. (Effective Spring Semester, 1986. Reprinted in full in this handbook.)

Policy on Hazing and Statement on Hazing

Prohibit hazing which is defined by the National Interfraternity Conference as "any action taken or situation created, whether on or off the fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." Some violations of Section 9 of the Code of Student Conduct, violations of the Maryland State law on Hazing, and any actions which fit each chapter's National Organization's policy on hazing

are also considered hazing. (For more information or copies of various hazing policies, contact the Office of Campus Activities, Assistant Director for Greek Affairs.)

Campus Parking Regulations

Cover registration, permits, fees, violations, enforcement, fines, towing, and impounding, appeals, carpool programs, special events parking, emergency parking, and a number of other areas. Notably, the regulations provide that "[t]he responsibility of finding an **authorized** parking space rests with the driver." (Current regulations in effect since July 1991. An informational guide is distributed to all who register for parking. For more information, contact the Department of Campus Parking.)

Student Organization Registration Guidelines

Define student organizations, responsibilities of officers, and registration, and establish types of registration, a registration process, certain privileges of registered student organizations in good standing, sanctions which may result from registration and review, and guidelines for constitutions. (For more information, or for a copy of guidelines, contact the Office of Campus Activities, Assistant Director for Policy and Program Development.)

Residence Hall Rules

Define prohibited conduct in and around campus residence halls, buildings, and at Department of Resident Life sponsored activities, in addition to that which falls under the Resident Halls Agreement, Code of Student Conduct, and federal, state and local laws. The rules also specify standard sanctions for the rule violations, and provide for an adjudication process. (Reprinted in **Community Living**, the Residence Halls and Dining Services Handbook. For more information, contact the Department of Resident Life.)

Campus Activities Policies

Regulate reservation of University facilities, advertising, co-sponsorship, cancellation and postponement, and various other matters relating to programs of student organizations. (Published in the Program Planning Handbook for Student Organizations. For more information, contact the Office of Campus Activities.)

Resolution on Academic Integrity

Sets forth specific academic integrity standards for students and faculty. This resolution also protects freedom of expression in the classroom, requires that students be graded fairly, and obligates faculty to make students aware of course expectations. (Adopted by the Board of Regents in May 1981. Reprinted in the Undergraduate Catalog.)

Undergraduate Student Grievance Procedure

Sets forth "reasonable student expectations" regarding faculty and academic units; provides a means for presenting, examining, and finally disposing of complaints by undergraduate students who believe these expectations have been violated. Redress may be sought under this procedure without fear of reprisal or discrimination. (An interim procedure is now in effect, pending revision by the Campus Senate to reflect the reorganization of academic units at College Park. This procedure is described in more detail in the Undergraduate Catalog.)

Campus Policies and Procedures on Sexual Harassment

Prohibits sexual harassment by University faculty, staff, and students as a matter of campus policy and possibly as a matter of criminal and civil law of the State of Maryland and the United States. Defines sexual harassment and provides both formal and informal procedure for considering complaints. In addition, the "Chancellor's Statement on Sexual Relationships and Professional Conduct" notifies all members of the campus community that "sexual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed very unwise because they present serious ethical concerns." (Adopted June 1987. For more information, contact the Office of Human Relations. Reprinted in the Undergraduate Catalog.)

Human Relations Code

Prohibits discrimination on the basis of race, color, creed, sex, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution, establishes an Office of Human Relations Programs and other vehicles for encouraging the development of a positive and productive atmosphere of human

relations on campus. Establishes enforcement procedures, a Human Relations grievance Committee, and responsibilities of Officers. (An interim procedure is now in effect, pending revision by the Campus Senate to reflect the reorganization of academic units at College Park. This Code is effective October 18, 1976. Reprinted in the Undergraduate Catalog.)

Procedures for Review of Alleged Arbitrary and Capricious Grading

Are designed to provide a means for undergraduate students to seek review of final course grades alleged to be arbitrary and capricious. (Approved by the Board of Regents, March 12, 1982. Published in the Undergraduate Catalog.)

Policy on Disclosure of Student Records

Sets forth procedures for compliance with the Family Educational Rights and Privacy Act (Buckley Amendment) so as (1) to permit students to inspect their education records, (2) to limit disclosure to others of personally identifiable information from education records without students prior written consent, and (3) to provide students the opportunity to seek correction of their education records where appropriate. (Effective January 1, 1975. Reprinted in the Undergraduate Catalog.)



TEL-UM TAPES

The University of Maryland has a phone system that contains taped information to answer some of the more commonly asked questions about the campus. The information tapes are listed by subject matter and contain information about the specific area indicated by the title.

To gain access to Tel-UM, call (301) 314-INFO (4636). If you are calling long-distance within Maryland, call 1-800-492-0703.

Just call the Tel-UM number and select the tape numbers you want to hear. Listen to the message library and press the appropriate number as indicated. Listen to the information given and, if you wish to hear another tape, just stay on the line and you will be helped. Those with rotary phones will be directed to a Tel-UM operator for assistance.

For callers with touch-tone phones, Tel-UM is available 24 hours per day, seven days a week, including holidays. For callers with rotary phones, Tel-UM is available Monday through Friday from 8:30 a.m. to 11:30 p.m.

TEL-UM TAPES INFORMATION PERTAINING TO NEW STUDENTS - SECTIONS I - III

I. Admissions

- 100 - Application Process (undergraduate)
- 101 - Application Process (graduate)
- 102 - Transfer of Academic Credit
- 103 - Transcript Requests
- 104 - Withdrawing From/Returning To The University

II. Selective Majors/Programs

- 105 - Readmission
- 106 - Application For Summer Sessions

III. Special Requirements: College of Business and Management

- 110 - Special Requirements: College of Business and Management
- 111 - Special Requirements: College of Architecture
- 112 - Special Requirements: College of Engineering
- 113 - Health Professions: B.S. Level
- 114 - Honors Program

IV. Advising Issues

- 120 - Orientation Services for Freshmen, Transfers, and Parents
- 122 - Campus Activities/Events available to New Students
- 123 - Tours of Campus
- 124 - Campus Size - A Help or Hindrance?

V. Registration

- 141 - Registration During Orientation
- 142 - Registration Procedures for Students Who Can't Attend Orientation
- 143 - Army Registration
- 144 - Changes in Registration: Drop/Add/Cancellation
- 145 - Student I.D. Cards

VI. Public Transportation

- 187 - Public Transportation

VII. Meals on Campus

- 175 - Eating on Campus
- 176 - Board Plan Options

VIII. Transportation Alternatives

- 180 - Transportation Alternatives
- 181 - Shuttle-UM
- 182 - Parking
- 183 - Parking Tickets and Appeals Process
- 184 - Registering Your Car
- 185 - Bicycles, Mopeds, and Motorcycles
- 186 - Car Pooling
- 187 - Public Transportation

IX. Academic Issues

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

X. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

FEES/FINANCIAL AID - SECTION VI

VI. Payment of Fees/Financial Aid

- 150 - Office of the Bursar - General Information
- 151 - Student Fees (undergraduate)
- 152 - Student Fees (graduate)
- 153 - Student Fee Refunds
- 154 - Establishing In-State Residency for Fee Purposes
- 155 - Financial Aid (undergraduate)
- 156 - Financial Aid (graduate)
- 157 - Financial Aid (general)

VII. Housing

- 160 - On-Campus Housing: Resident Life Services and Programs
- 161 - On-Campus Housing: Maryland Residents
- 162 - On-Campus Housing: Non-Maryland Residents
- 163 - On-Campus Housing: Overflow
- 164 - Graduate Housing
- 165 - Off-Campus Housing Service
- 166 - Off-Campus Housing: Signing a Lease
- 167 - Commuter Affairs
- 168 - Temporary Housing

VIII. Meals on Campus

- 175 - Eating on Campus
- 176 - Board Plan Options

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- 196 - Academic Dishonesty

XII. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XIII. Academic Dishonesty

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- 196 - Academic Dishonesty

XIV. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XV. Academic Dishonesty

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- 196 - Academic Dishonesty

XVI. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XVII. Academic Dishonesty

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- 196 - Academic Dishonesty

XVIII. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XIX. Academic Dishonesty

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- 196 - Academic Dishonesty

XX. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XXI. Academic Dishonesty

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- 196 - Academic Dishonesty

XXII. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XXIII. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XXIV. Academic Dishonesty

- 195 - Alternative Grading Options
- 196 - Academic Dishonesty

XI. Examinations

- 200 - Credit by Examination
- 201 - TOEFL
- 202 - MAT
- 203 - GMAT
- 204 - GRE
- 205 - GRE
- 206 - GRE
- 207 - L.S.A.T

XII. Courses

- 210 - ASP (Afro-American Studies Program)
- 211 - ASR 100
- 212 - ASR 106
- 213 - BIOL 106
- 214 - BOTM 104/5
- 215 - CHEM 101
- 216 - CHEM 103
- 217 - EDGP 108
- 218 - ENGL 101, 101A, 101X
- 219 - ENTM 100
- 220 - ENTM 303
- 221 - ENTM 407
- 222 - EVPT 170
- 223 - HIST 156
- 224 - HIST 157
- 225 - JOUR 100
- 226 - CJUS 100
- 227 - MATH 001
- 228 - MATH 110
- 229 - MATH 115
- 230 - MATH 140
- 231 - Music Courses for Non-Music Majors
- 232 - PSYC 100
- 233 - Physical Education Courses
- 234 - SPCH 100
- 235 - SPCH 100
- 236 - THEAT 110

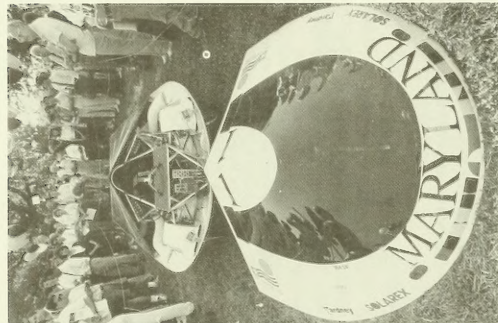
XIII. Tutoring/Study Skills

- 240 - Intensive Educational Development Office
- 241 - Tutoring Services
- 242 - Reading and Study Skills Lab
- 243 - Why, Where, and What To Study
- 244 - Why, Where, and What To Study
- 245 - Taking Notes
- 246 - Test Anxiety

SPECIAL POPULATIONS - SECTION XIV

XIV. Special Populations

- 250 - Returning Students
- 251 - Child Care Alternatives
- 255 - Veterans
- 256 - Jewish Student Center
- 257 - Minority Support System
- 258 - Disabled Student Services
- 259 - Air Force ROTC
- 260 - Women's Programs and Services
- 261 - International Education Office
- 262 - English for Non-Native Speakers



- 292 - Women's Health Clinic
- 293 - Alcohol
- 294 - Drugs
- 295 - Pregnancy

GETTING INVOLVED ON CAMPUS - SECTIONS XVII - XVIII

XVII. Campus Activities

- 300 - Office of Student Activities
- 301 - Joining a Student Group
- 302 - On-campus Leisure Opportunities
- 303 - Arts and Crafts
- 304 - Fraternities and Sororities
- 305 - Resource Center for Student Organizations

- 308 - Leadership Development Course
- 311 - Space Reservations (On-campus)

XVIII. Sports (Athletics)

- 320 - Intercollegiate Sports
- 321 - Intramural Sports Info Line
- 322 - Intramural Sports Rain Line
- 323 - Swimming Pools Info Line
- 324 - Weight Room Hours
- 325 - Fitness Programs
- 326 - Aerobic Info Line
- 327 - Other Facility Info and Hours
- 328 - Other Facility Info and Hours

PERSONAL ISSUES - SECTION XIX

XIX. Personal Issues

- 330 - When Should I Seek Outside Help for Personal Problems?
- 331 - Re-Examining My Values
- 332 - Coping With Stress
- 333 - Anxiety and Possible Ways To Cope With It
- 334 - How to Deal with Loneliness
- 335 - How to Handle Fears
- 336 - Coping With Stress
- 337 - The Female Sex Role: Changes and Stress
- 338 - The Male Sex Role: Changes and Stress
- 339 - Death and Dying
- 340 - Understanding Grief
- 341 - Helping a Friend
- 342 - Early Signs of an Alcohol Problem
- 343 - Responsible Decisions about Drinking
- 344 - How to Deal with Depression
- 345 - Becoming Independent from Parents
- 346 - Suicidal Crisis
- 348 - Protecting Yourself and Your Property

XX. ACTIVITIES ON CAMPUS

Activities

- 401 - Activities on the Campus
- 402 - Off Theater Listings
- 403 - SEE Productions
- 404 - Campus Theatre

SERVICES AVAILABLE TO STUDENTS - SECTIONS XV - XVI

XV. Student Services

- 268 - Visitor Center
- 270 - Student Union
- 271 - Bookstores
- 272 - Library Facilities
- 273 - Retired Volunteer Service Corps (RVSC)
- 274 - Job Referral Service
- 275 - Judicial Programs Office
- 276 - Legal Aid Office
- 277 - Golden ID Program
- 278 - Studying Abroad
- 279 - Campus Mediation Center

XVI. Campus Health Resources

- 285 - Community Health Resources
- 286 - Health Center
- 287 - Adult Health and Development Program
- 288 - Counseling Center
- 290 - HELP Center (Student Crisis Intervention Center)
- 291 - Men's Clinic

Academic and Master Calendar

1991-1992

Fall Semester

Schedule Adjustment Period (Walk-in)	May 13 - September 16
Labor Day (Campus Closed)	September 2
First Day of Classes	September 3
Thanksgiving Holiday (Campus Closed)	November 28 - December 1
Last Day of Classes	December 10
Study Day	December 11
Final Exams	December 12-19
Commencement	December 20
Christmas Day (Campus Closed)	December 25
Winter Break	December 26 - January 20
New Year's Day (Campus Closed)	January 1

Spring Semester

First Day of Classes	January 21
Spring Break	March 9-15
Last Day of Classes	May 8
Final Exams	May 11-18
Commencement	May 19
Memorial Day (Campus Closed)	May 28

Fall 1991 Deadlines

Cancel Resident Life without Financial Obligation	July 9
Add A Course	September 16
Change Credit Level/Grading Option	September 16
Drop A Course without a "W"	September 16
Drop A Course with a "W"	November 11
Process A Late Registration	September 16
Cancel Registration with 100% refund	On or before August 30
Cancel Registration with 80% refund	September 3-16
Cancel Registration with 60% refund	September 17-23
Cancel Registration with 40% refund	September 24-30
Cancel Registration with 20% refund	October 1-7
Cancel Registration with 0% refund	October 8 and later

Important Phone Numbers

Campus Information	405-1000
Admissions	314-8385
Alumni Association	405-4678
Bursars Office (Bill Payment)	405-9041
Office of Campus Activities	314-7174
Commuter Affairs	314-3645
Counseling Center	314-7651
Dining Services	314-8068
Financial Aid	314-8313
Hoff Movie Line	314-HOFF
Resident Life (Housing)	314-2100
Orientation	314-8217
Parents Association	314-8429
Dept. of Campus Parking	314-7275
Campus Police	405-5335
Campus Recreation Services	314-5454
Records & Registration	314-8240
Shuttle UM	314-2285
Stamp Student Union Info. Desk	314-3375
S.T.A.R. Center	314-8359
Student Affairs	314-8428
Tel-UM	314-4636

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